

CITY COUNCIL AGENDA

Brainerd, Minnesota

June 6, 2016

7:30 P.M.

Brainerd City Hall

Council Chambers

Showcasing Brainerd – 7:15 P.M.

***Richard Polipnick, Executive
Director of Visit Brainerd***

_____ G. Johnson
_____ C. Borkenhagen
_____ S. Hilgart
_____ M. Koep
_____ D. Pritschet
_____ K. Bevans
_____ G. Scheeler
_____ Mayor Menk

- 1. Call to Order – 7:30 P.M.**
- 2. Roll Call**
- 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 the Minutes of the Regular Meeting held on May 16, 2016 and the Special Meeting held on May 23, 2016, as distributed**
 - B. Approval of Licenses – (See Attachments)**
 1. Contractor's Licenses – 1 – New
 2. Contractor's Licenses – 3 – Renewals
 3. Bulk Plant License – 1 – Renewal
 4. Growler License – 1 – Renewal
 5. Filling Station Licenses – 9 – Renewals
 6. Off-Sale Beer – 5 – Renewals
 7. On-Sale Beer License – 2 – Renewals
 8. On-Sale Wine License – 2 – Renewals
 9. On-Sale Liquor License – 8 – Renewals
 10. Club On-Sale Licenses – 3 Renewals
 11. Off-Sale Liquor Licenses – 5 – Renewals
 12. Taproom License – 1 – Renewal

License Renewals Contingent Upon Inspection by the Fire Department:

1. On-Sale Liquor – 2 – Renewals
2. Club On-Sale – 1 – Renewal

C. Department Activity Reports – (See Attachments)

1. Mayor
2. Fire Chief
2. Park Director
3. City Administrator – Citizen Facility Committee Update

D. Minnesota Lawful Gambling – Application for Exempt Permit – Submitted by The Mission Township Fire Fighters Relieve Association for a Raffle to be held on August 13, 2016 at the Eagles Club, 124 Front Street – Approval of

6. Presentations:

- A. Center Point Energy Community Partnership Grant Check to Fire Chief Holmes
- B. Resolution Honoring 50th Anniversary of the Brainerd HRA
- C. Brainerd History Week Proclamation

7. Council Committee Reports

A. Safety and Public Works Committee Report

- 1. Business 371 Reconstruction Update – Discussion Item**
- 2. IMP 16-06 – Washington Street Sanitary Sewer Update – Discussion Item**
- 3. IMP 15-06 – Lum Park Raingarden Quote for Concrete Work – Voice Vote**
- 4. IMP 16-07 – Utility Extension Feasibility Report – Action to be determined**
- 5. Airport Utility Extension Connection Procedures – Discussion Item**
- 6. Transit Policy Amendments – Voice Vote**
- 7. City Code Section 820 – Voice Vote**
- 8. Bicycle Safety – Direction Requested**
- 9. Event Application – Jaycees Streetfest – Voice Vote**

B. Personnel and Finance Committee Report

1. Approval of Bills, Transfers & Payments to Contractors – ROLL CALL VOTE

Sanitary Sewer Fund to #401 for 2015 Completed Projects	\$51,724
Storm Sewer Fund to #401 for 2015 Completed Projects	\$34,857

Contractor	IMP #	Project	Amount	Total Retained
S.E.H.	14-15	Airport Utility Extension	\$64,194.04	\$0
Hy-Tec Construction	n/a	Memorial Park Restrooms	\$77,041.73	\$0
Northwoods Lndscp	10-03	Downtown Maintenance	\$2,375.00	\$0

2. Fire Department:

- a. Accept Resignation of POC Firefighter Tengwall with Regret – **Voice Vote**
- b. Approve Conditional Offers to Hire Three POC Firefighters – **Voice Vote**

3. Police Department:

- a. Accept Sergeant Larson's Retirement with Regret and Establish New Sergeant Eligibility List – **Voice Vote**
- b. Authorize Civil Service to Certify Next Three Candidates and Authorize Conditional Job Offer to Next Available Officer – **Voice Vote**

4. Downtown Brainerd SCDP Environmental Review

- a. Approve and Sign the Certificate of Categorical Exclusion – **Voice Vote**
- b. Approve and Sign the Request for Release of Funds – **Voice Vote**

5. Administrative Specialist/Administration Department Position

- a. Authorize Backfilling Administrative Specialist/Administration Department as Soon as Possible – **Voice Vote**
- b. Approve Administrative Specialist and Supplemental Administrative Specialist/Administration Department Job Descriptions – **Voice Vote**

8. Unfinished Business

A. Public Hearing – Final Reading of Proposed Ordinance No. 1450 – Providing for the Annexation of Certain Properties Located in Oak Lawn Township, Crow Wing County, to the City of Brainerd, Crow Wing County, Pursuant to Minnesota Statute 414.033 – Robert and Andrea Marohn:

1. Hold Public Hearing
2. Hold Final Reading – **Voice Vote**
3. Adopt Ordinance – **ROLL CALL VOTE**

B. First Reading of Proposed Ordinance No. 1452 – An Ordinance Amending the Brainerd City Code Section 421 relating to Uniform Fire Code – City Administrator Thoreen Recommends Dispensing with the Actual Reading – Voice Vote

C. Call for Applicants – Informational:

(Application Information at www.ci.brainerd.mn.us/boards/)

Cable TV Advisory Committee – 1 Term to expire 12/31/2016

Rental Dwelling Board of Appeals – 1 "Tenant Representative" term to expire 12/31/2016

Ad Hoc Walkable Bikeable City Committee

9. New Business

A. Consider Offer on 3 Tax Forfeited Developments – Voice Vote

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 – Written

(Verbal: Any Updates since Packet)

12. Council Member Reports

13. Adjourn

NOTE: Safety and Public Works Committee will meet at 6:15 P.M.

Personnel and Finance Committee will meet at 6:45 P.M.

**ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307.**

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"

**Brainerd, MN
May 16, 2016**

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 Scheeler.

Upon roll call, the following members were noted present: Johnson, Borkenhagen, Koep, Pritschet, Bevans and Scheeler. Mayor Menk was also noted as present. Council Member Hilgart was noted as absent.

The Chair opened the meeting with the Pledge of Allegiance to the Flag.

MOVED AND SECONDED BY ALDERMEN BEVANS AND KOEP, DULY CARRIED, TO MOVE THE ITEM, "EXTENSION OF PREMISES – ROUNDHOUSE BREWERY" FROM THE CONSENT CALENDAR TO ITEM 6B TO ALLOW FOR DISCUSSION.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA AS AMENDED.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT THE CONSENT CALENDAR AS AMENDED.

A. Approval of the Minutes of the Regular Meeting held on May 2, 2016, as distributed – Approved

B. Approval of Licenses – Approved

1. Contractor's Licenses – 1 – New
2. Contractor's Licenses – 3 – Renewals

C. Department Activity Reports – Approved

1. Police Chief
2. City Administrator
3. Finance Director – Distributed to Council

D. Extension of Premises – Submitted by Stephen Shepherd for an Event to be held on August 26th and August 27th of 2016 at Shep's on 6th, 315 S 6th Street, Brainerd – Approval of – Approved

E. VFW Request to hold "Poppy Day" on May 20th and 21st throughout the City of Brainerd – Approved

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

Presentation – HR Coordinator Kris Schubert and Recreation Specialist Katie Kaufman:

Discussion of the City of Brainerd's 2015 and 2016 Employee Wellness Programs

Recreation Specialist Kaufman reviewed the various events which City of Brainerd employees took part in during the 2015-2016 Wellness campaign, including the online program, health fair, employee picnic, seven lunch n' learns and both a chili cook-off which raised funds for "Coats for Kids" and a home style cooking event which raised funds for "New Pathways." As part of the program, the award for 2015-2016 Fitness Champion was announced as Kelly Dean from Brainerd Public Utilities and a drawing for a free vacation day was held with the winner being Kelly Eades from Brainerd Public Utilities.

2016 Employee Wellness Program:

Approve 2016 "Benovate" Wellness Program, Approve "Statement of Work" and Authorize Staff to Submit Application for \$6,000 Wellness Program to NJPA per City Policy – Approved

Human Resource Coordinator Schubert discussed the proposed change to a more user-friendly online health tracking program, "Benovate" for 2016-2017 based on a low participation rate on the 2015-2016 paper-based program. Incentives include a \$20 bonus for signing up, another \$10 for completing a health assessment and another \$50 in various incentives. She stated that events this year will once again include the employee picnic, lunch n' learns, chili feed, etc.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE 2016 "BENOVATE" WELLNESS PROGRAM AS PRESENTED AND RECOMMENDED BY THE WELLNESS COMMITTEE.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO APPROVE THE STATEMENT OF WORK AS PRESENTED BETWEEN BENOVAE AND THE CITY OF BRAINERD AND TO AUTHORIZE PROPER SIGNATURES.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO AUTHORIZE STAFF TO SUBMIT AN APPLICATION FOR A \$6,000 WELLNESS PROGRAM TO NJPA FOR THE CITY'S 2016-2017 WELLNESS PROGRAM AS REQUIRED BY THE COUNCIL NOTIFICATION OF INTENT TO SUBMIT GRANT APPLICATION POLICY.

Extension of Premises – Submitted by Roundhouse Brewery to Allow Service on Patio from May 17, 2016 through June 30, 2016, 1551 Northern Pacific Road, Brainerd – Item to be placed on Agenda for the Council Special Meeting to be held on Monday, May 23, 2016 at 6:00 P.M. in the City Hall Council Chambers

City Planner Ostgarden stated that confusion is arising based on multiple items relating to Roundhouse Brewery being on tonight's Council agenda and Wednesday night's Planning Commission agenda. The items include approving a CUP for a patio and outdoor alcohol service.

Council Committee Reports

Personnel and Finance Committee Report

Approval of Bills, Transfer of Funds & Payments to Contractors – Approved

General Fund to Public Safety Fund	\$65,000
General Fund to Park Fund	\$20,000
General Fund to Street & Sewer Fund	\$35,000
General Fund to Airport Fund	<u>\$12,960</u>
	\$132,960

Contractor	IMP #	Project	Amount	Total Retained
Braun Intertec	14-08	13 th Street SE	\$1,549.75	N/A
Tom's Backhoe	14-15	Brd Airport Util. Ext.	\$458,823.48	\$24,148.60

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON TO APPROVE THE PAYMENT OF BILLS, TRANSFER OF FUNDS AND PAYMENTS TO CONTRACTORS AS RECOMMENDED BY THE PERSONNEL AND FINANCE COMMITTEE.

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

Police Officer Conditional Offer – Authorize Conditional Offer to Ryan Franz with a Projected Starting Date of June 6, 2016 Pending Successful Completion of a Background Investigation and Required Pre-Employment Testing – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE A CONDITIONAL JOB OFFER FOR THE POSITION OF COMMUNITY SERVICE OFFICER TO RYAN FRANZ WITH A PROJECTED STARTING DATE OF JUNE 6, 2016, PENDING SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION AND REQUIRED PRE-EMPLOYMENT TESTING.

Animal Control Ordinances – Direct Staff to Prepare an Ordinance Amending City Code Sections 900 and 1010 relating to Animal Licensing, Vaccinations and Fees and Direct Staff to Develop a Policy for Licensing Notification, Chip Identification, Sharing of Information with H.A.R.T. and Veterinarian Communication of Licensing Requirements – Approved

Committee Chair Koep reported that Committee is recommending the removal of the distemper vaccine requirement, fee increases and allowing H.A.R.T. to license dogs at their facility while receiving \$5 of each dog licensed there. Based on the fee for H.A.R.T. licensing being part of the contract and not the ordinance, the following motion was made:

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET TO DIRECT STAFF TO PREPARE AN ORDINANCE TO AMEND CITY CODE SECTION 1010.01, SUBD. 7 BY INCREASING THE FEES TO \$15 FOR SPAYED OR NEUTERED DOGS AND TO \$25 FOR UN-SPAYED OR UN-NEUTERED DOGS.

Discussion was held on the licensing of cats and on the idea of issuing a fine to those whose animals are picked up and not already licensed. It was decided that these items would need to be further discussed before finalizations to Code amendments and policy were made.

Members Johnson, Borkenhagen, Koep, Pritschet and Bevans voted "aye." Member Scheeler voted "nay." The Chair declared the motion carried.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO PREPARE AN ORDINANCE TO AMEND CITY CODE SECTION 900.03, SUBD. 2A, BY REMOVING THE REQUIREMENT FOR DISTEMPER VACCINE.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO DEVELOP AN ANIMAL LICENSING POLICY TO INCLUDE: A PROCESS OF NOTIFICATION TO ALL CITIZENS THAT A LICENSE IS DUE EACH YEAR, THE ADDITION OF A LINE TO THE LICENSE FORM ASKING IF EACH ANIMAL IS CHIPPED AND THE REGISTRATION NUMBER WHENEVER POSSIBLE, A SCHEDULE FOR SHARING LICENSED ANIMAL SPREADSHEETS WITH H.A.R.T. AND A REQUEST TO ALL AREA VETERINARIANS TO DISPLAY NOTIFICATIONS WITH ANIMAL LICENSE REQUIREMENTS.

It was noted that all animal licensing information should be included on the City's website.

Alderman Bevans suggested checking to see if administrative fines can be assessed.

NJPA Summer and Fall Planning Intern Funding Grant Application – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE SUBMITTAL OF GRANT APPLICATION FOR AN NJPA SUMMER AND FALL PLANNING INTERN.

Administration Department – Resignation of Administrative Specialist Jennifer Loidolt, Effective June 2, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF ADMINISTRATIVE SPECIALIST JENNIFER LOIDOLT, EFFECTIVE JUNE 2, 2016.

Update on Ordinance No. 1430 – Fire Fees – Authorization to Move Forward with First Reading to include Addition of an Appeal Process and Updates to State Fire Code – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO MOVE FORWARD WITH THE READING PROCESS OF AN ORDINANCE AMENDING BRAINERD CITY CODE SECTION 421 – UNIFORM FIRE CODE – RELATING TO THE ADDITION OF AN APPEAL PROCESS AND AN UPDATE TO STATE FIRE CODE.

Committee Member Johnson reported that the State Fire Code was updated last year so those changes will be included in the amendment as well.

LMCIT Liability Coverage Waiver Form – “Does Not Waive” Selection – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE AND SUBMIT THE LIABILITY COVERAGE WAIVER FORM WITH “DOES NOT WAIVE” SELECTED TO THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST.

Brainerd Oaks/Serene Pines/Dal Mar Estates Offer – Special Meeting to be held at 6:00 P.M. on May 23, 2016 in the Brainerd City Council Chambers and to have it Televised – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND BORKENHAGEN, DULY CARRIED, TO ADJOURN TO A MEETING TO BE HELD AT 6:00 P.M. ON MAY 23, 2016 IN THE CITY HALL COUNCIL CHAMBERS TO DISCUSS THE OFFER TO PURCHASE THE RESIDENTIAL LOTS AND TAX FORFEIT PARCELS IN BRAINERD OAKS, SERENE PINES AND DAL MAR ESTATES DEVELOPMENTS.

City Administrator Thoreen clarified that any business that requires action to be taken will be placed at the beginning of the meeting with an adjournment to then take place to an "informal session" to discuss the Brainerd Oaks/Serene Pines/Del Mar Estates offer.

MOVED AND SECONDED BY ALDERMEN KOEP AND BEVANS, DULY CARRIED, TO HOLD THE MAY 23RD SPECIAL MEETING IN THE COUNCIL CHAMBERS AND TO HAVE IT TELEVISED.

Safety and Public Works Committee Report

Conduct on Premises Update – Informational

Police Chief McQuiston discussed the "Conduct on Premises" procedure incorporated in 2015 which has increased the ongoing record-keeping and history on Police Chief McQuiston discussed the "Conduct on Premises" procedure incorporated in 2015 which has increased the ongoing record-keeping and history on Disorderly Use of Licensed Rental Property. The Police Department utilized a grid system formerly in place, assigning officers to one of seven sections of the city. This allowed closer monitoring of licensed rental units. Information was provided on the number of instances of disorderly use of licensed rental property that required Written Management Plans and the outcomes of those plans. The police department intends to review the ordinance and recommend changes in 2016 for clarification, to cover areas not addressed, and strengthen the ordinance to withstand potential legal challenges.

Event/Street Closure Application – VFW – Memorial Day Events – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE APPLICATION FOR THE MEMORIAL EVENTS AS SUBMITTED BY THE BRAINERD VFW.

Improvement 16-05 – Crack Sealing Quotes – Approve Approximately \$20,560.25 of the Anderson Brothers Quote and Allow Use of 11,250 Pounds of Material at the Street Department under Quoted Unit Prices – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE APPROXIMATELY \$20,560.25 ON THE QUOTE FROM ANDERSON BROTHERS FOR IMP 16-05 – 2016 CRACK SEALING – AND TO ALLOW ENGINEERING TO USE ALL OF THE 11,250 POUNDS OF MATERIAL AT THE STREET DEPARTMENT UNDER THE QUOTED UNIT PRICES PER LINEAL FOOT FROM ANDERSON BROTHERS.

Improvement 16-04 – 2016 Street Patching – Authorize Solicitation of Quote for Annual Quote at a Price of Approximately \$20,000 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE ENGINEERING DEPARTMENT TO SOLICIT THE ANNUAL STREET PATCHING QUOTES AT A COST OF APPROXIMATELY \$20,000.

Improvement 14-08 – Ditch Erosion – Authorize the \$6,000 Over-Budget Cost of Rip Rap to Improve Ditch Erosion – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE \$6,000 OVER-BUDGET COST TO RIP RAP THE DITCH EROSION IN IMP 14-08 – SE 13TH STREET.

Improvement 14-15 – Airport Utilities – Change Order #1 in the Amount of \$9,750 – Approved

MOVED AND SECONDED BY ALDERMEN BORKENHAGEN AND PRITSCHET TO APPROVE CHANGE ORDER #1 IN THE AMOUNT \$9,750 FOR IMPROVEMENT 14-15 – AIRPORT UTILITIES – TO INSTALL AN AIR RELEASE MANHOLE.

Members Johnson, Borkenhagen and Pritschet voted “aye.” Members Koep, Bevans and Scheeler voted “nay.”

Upon roll call, members Johnson, Borkenhagen and Pritschet voted “aye.” Members Koep, Bevans and Scheeler voted “nay.” The Mayor broke the tie with an “aye” vote. The Chair declared the motion carried.

Petition for Improvement – Utility Extension – Natural Resources Management – Authorize \$2,500 for Feasibility Report to be prepared by SEH – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE EXPENDITURE OF \$2,500 FROM THE CONSTRUCTION FUND FOR SEH TO PREPARE A FEASIBILITY STUDY FOR AIRPORT UTILITY EXTENSION.

Committee Chair Bevans reported that if the City moves forward with the project, the \$2,500 and the cost of the entire project would be assessable.

Proposals for Bridge Inspections – Accept Proposal from WSN for 2016 Bridge Inspections at a cost of approximately \$6,100 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO ACCEPT THE PROPOSAL FROM WSN FOR THE 2016 BRIDGE INSPECTIONS AT A COST OF APPROXIMATELY \$6,100.

Waste Treatment Plant Property Status – Invite Baxter’s Mayor to Meeting to be held at 6:00 P.M. on June 13, 2016 at BPU to Discuss – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND KOEP, DULY CARRIED, TO REQUEST THAT MAYOR MENK SEND A LETTER TO THE MAYOR OF BAXTER INVITING HIM TO A MEETING TO BE HELD AT 6:00 P.M. ON JUNE 13, 2016 AT BRAINERD PUBLIC

UTILITIES TO ADDRESS THE STATUS OF THE WASTE TREATMENT PLANT AND ANY OTHER ISSUES THE CITY OF BAXTER MIGHT WANT TO ADDRESS.

Dandelion Concerns – No Action Taken – Informational

Committee Chair Bevans reported that a citizen has contacted the City with a complaint of a property with a very high dandelion count. He referred to City Code section 1407.03, item I, which states that for the purposes of this definition weeds do not include dandelions.

Council President Scheeler discussed the health benefits and multiple uses of dandelions.

City Engineer Hulsether reported on the many acres of property the City maintains and sprays for noxious weeds, stating that the area in question would be very expensive to add to this list.

Unfinished Business

Public Hearing – Final Reading of Proposed Ordinance No. 1451 – An Ordinance Amending Brainerd City Code Section 1200 relating to Intoxicating Liquor to Allow Off-Sale Growler Licenses on Sunday – Approved

The Chair opened the Public Hearing at 8:43 P.M. No one came forward.

The Chair closed the Public Hearing at 8:44 P.M.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1451 – AN ORDINANCE AMENDING BRAINERD CITY CODE SECTION 1200 RELATING TO INTOXICATING LIQUOR TO ALLOW OFF-SALE GROWLER LICENSES ON SUNDAY, FURTHER TO DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BORKENHAGEN TO ADOPT ORDINANCE NO. 1451 – AN ORDINANCE AMENDING BRAINERD CITY CODE SECTION 1200 RELATING TO INTOXICATING LIQUOR TO ALLOW OFF-SALE GROWLER LICENSES ON SUNDAY

ORDINANCE NO. 1451

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

Call for Applicants – Informational:

(Application Information at www.ci.brainerd.mn.us/boards/)

Cable TV Advisory Committee – 1 Term to expire 12/31/2016

Rental Dwelling Board of Appeals – 1 “Tenant Representative” term to expire 12/31/2016

Ad Hoc Walkable Bikeable City Committee

New Business

Request for Special Meeting – Set for May 23rd – See Personnel and Finance Committee Actions

This item was addressed as part of the Personnel and Finance Committee meeting by setting a special meeting to be held at 6:00 P.M. on May 23, 2016 in the Council Chambers.

Public Forum: No one appeared for this item

Staff Reports – Written

City Administrator Thoreen stated that updates for the sound system and a visual aid system are being considered.

Finance Director Hillman reported that filing for the 2016 City Council election opens on May 17th at 7:30 and runs through May 31st at 5:00 P.M. Information on vacancies can be found on the City's website www.ci.brainerd.mn.us or by stopping in at City Hall.

City Planner Ostgarden reminded the public of sign restrictions based on campaign season fast approaching, stating that campaign signs are not allowed in the Right-of-Way and will be removed.

Council Member Reports

Alderwoman Koep discussed 2016 Brainerd History Week, stating that the events will start on Tuesday, June 14th to incorporate a ceremony for "Flag Day" to be held at 4:00 P.M. at the All Veterans Memorial. She also asked staff and Council to attend a free presentation/seminar on "Strong Towns by Charles Marohn to be held at 6:00 P.M. on June 17th at City Hall with a short tour of Downtown to follow.

Council President Scheeler reported that the public schools will hold a community forum on May 23, 2016 at 6:30 P.M.

Adjourn – To Closed Session Pursuant to M.S. 13D.05, Subd. 3(b) for Attorney-Client Privilege to Confer with the City's Counsel in the matter of IAFF v. City of Brainerd – 8:57 P.M.

The Chair reconvened into open session at _____ P.M.

Adjourn – To the Grand Opening of Memorial Park Restrooms to be held at 5:00 P.M. on Tuesday, May 17, 2016 at Memorial Park and To the Citizens Facilities Committee Meeting to be held at 6:00 P.M. on Tuesday, May 17, 2016 in the City Hall Conference Room

The Chair adjourned the meeting at _____ P.M.

James M. Thoreen
City Administrator

**Brainerd, MN
May 23, 2016**

Pursuant to due call and notice thereof, the Special Meeting of the Brainerd Personnel and Finance Committee was called to order at 5:30 P.M. by Council President Scheeler.

Upon roll call, the following members were noted present: Johnson, Borkenhagen, Hilgart, Koep, Pritschet, Bevans and Scheeler. Mayor Menk was also noted as present.

The Chair opened the meeting with the Pledge of Allegiance to the Flag.

Temporary Liquor License – Submitted by the Crossing Arts Alliance for an Event to be held on June 10, 2016 at the Franklin Art Center, 1001 Kingwood Street, STE 114, Brainerd – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE THE TEMPORARY LIQUOR LICENSE AS SUBMITTED BY THE TEMPORARY LIQUOR LICENSE – SUBMITTED BY THE CROSSING ARTS ALLIANCE FOR AN EVENT TO BE HELD ON JUNE 10, 2016 AT THE FRANKLIN ART CENTER, 1001 KINGWOOD STREET, STE 114, BRAINERD.

Roundhouse Brewery, 1551 Northern Pacific Road, Brainerd – Conditional Use Permit to Allow Outdoor Patio Seating & Alcohol Service and Extension of Premises to Allow Alcohol Service on Patio from May 23, 2016 through June 30, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO APPROVE THE CUP TO ALLOW OUTDOOR PATIO SEATING AND ALCOHOL SERVICE AS APPLIED FOR BY ROUNDHOUSE BREWERY, 1551 NORTHERN PACIFIC ROAD, BRAINERD.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO APPROVE THE EXTENSION OF PREMISES TO ALLOW ALCOHOL SERVICE ON PATIO FROM MAY 23, 2016 THROUGH JUNE 30, 2016 AS APPLIED FOR BY ROUNDHOUSE BREWERY, 1551 NORTHERN PACIFIC ROAD, BRAINERD.

Community Service Officer Resignation & Request to Hire – Accept Resignation of CSO Halverson and Authorize Hiring of Replacement – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF CSO HALVERSON AND AUTHORIZE THE HIRING OF A REPLACEMENT.

Adjourn – To Informal Session to discuss the Brainerd Oaks/Serene Pines/Dal Mar Estates Offer – Discussion Item -

Adjourn

The Chair adjourned the meeting at 7:30 P.M.

James M. Thoreen, City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
June 6, 2016

(3 Renewals, 1 New)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
RON-SON CONTRACTING INC. 15850 AZURITE CT NW RAMSEY, MN 55303 16-0173 (new)	(763) 422-8285	EXCA	5/4/2017	12/31/2016	SSTS L173
COLLETTE-PARKS CONSTRUCTION LLC 1126 POPLAR DRIVE EAST GULL LAKE, MN 56401 16-0174	(218) 821-1483	GENL	10/23/2016	12/31/2016	BC366294
DANO MASONRY LLC 16718 COUNTY RD 24 BRAINERD, MN 56401 16-0175	(218) 831-1015	MASO	3/1/2017	12/31/2016	
AIRTECH HEATING & A/C LLC 25733 SUNSET VALLEY ROAD NISSWA, MN 56468 16-0176	(218) 330-7682	MECH	2/18/2017	8/24/2016	MB003793

2016-2017 LICENSE RENEWALS

JUNE 6, 2016 COUNCIL MEETING

BULK PLANT LICENSE – 1 Renewal

Triangle Oil Co – Bulk Plant
1202 Madison Street
Brainerd, MN 56401

GROWLER LICENSE – 1 Renewal

Roundhouse Brewery
1551 Northern Pacific Road
Brainerd, MN 56401

FILLING STATION LICENSES – 9 Renewals

Mill Ave Holiday
1500 Mill Ave
Brainerd, MN 56401

Triangle Store
901 Oak Street
Brainerd, MN 56401

Save Liquor & Tobacco
701 Industrial Park Road SW
Brainerd, MN 56401

Holiday Station #30
424 South 6th Street
Brainerd, MN 56401

SA #4076 Northern Tier
1223 South 6th Street
Brainerd, MN 56401

Superamerica #4883
321 Washington Street
Brainerd, MN 56401

Superamerica #4880 Eastside
421 NE Washington Street
Brainerd, MN 56401

Petro Plus/Adium Oil Co
850 Lum Park Rd
Brainerd, MN 56401

Pine Square
3325 Oak Street
Brainerd, MN 56401

OFF SALE BEER – 5 Renewals

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

SA #4076 Northern Tier
1223 South 6th Street
Brainerd, MN 56401

Pine Square
3325 Oak Street
Brainerd, MN 56401

Petro Plus/Adium Oil Co
850 Lum Park Rd
Brainerd, MN 56401

Holiday Station #30
424 South 6th Street
Brainerd, MN 56401

ON SALE BEER LICENSE – 2 Renewals

Pavin Enterprises - Giovanni's Pizza
625 Oak Street
Brainerd, MN 56401

Alnor's Pizza Co – Brick House Pizza Break & Bagel
302 Washington Street
Brainerd, MN 56401

ON SALE WINE LICENSE – 2 Renewals

Pavin Enterprises - Giovanni's Pizza
625 Oak Street
Brainerd, MN 56401

Alnoro's Pizza Co – Brick House Pizza Break & Bagel
302 Washington Street
Brainerd, MN 56401

ON SALE LIQUOR LICENSES – 8 Renewals

Pit Stop Bar
723 Laurel Street
Brainerd, MN 56401

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

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

Jack's House
300 Hwy 25 South
Brainerd, MN 56401

The Iron Rail
707 Laurel Street
Brainerd, MN 56401

9th Street Bar
212 S 9th Street
Brainerd, MN 56401

O'Neary's Irish Pub
305 S 7th Street
Brainerd, MN 56401

The Last Turn Saloon & Eatery
214 S 8th Street
Brainerd, MN 56401

CLUB ON SALE LICENSES – 3 Renewals

American Legion #255
708 Front Street
Brainerd, MN 56401

VFW Post #1647
309 South 6th Street
Brainerd, MN 56401

Brainerd Eagles #287
124 Front Street
Brainerd, MN 56401

OFF SALE LIQUOR LICENSES – 5 Renewals

Baxter Liquor Mart
105 NE Washington Street
Brainerd, MN 56401

EVAS, Inc - Save Liquor
701 Industrial Pk Rd SW
Brainerd, MN 56401

North Star Liquor – Highway 25 Liquor
1424 Mill Ave NE
Brainerd, MN 56401

Coborn's - Cash Wise Liquor
513 B Street NE
Brainerd, MN 56401

Cornerstone Liquor
817 Washington Street
Brainerd, MN 56401

TAPROOM LICENSE – 1 Renewal

Roundhouse Brewery
1551 Northern Pacific Road
Brainerd, MN 56401

**2016-2017 LICENSE RENEWALS
JUNE 6, 2016 COUNCIL MEETING**

- **Contingent upon inspection by the Fire Department**

ON SALE LIQUOR LICENSES – 2 Renewals

JJ's Inc – The Log Cabin
320 South 7th Street
Brainerd, MN 56401

Liquor Pigz Sports Bar
718 Laurel Street
Brainerd, MN 56401

CLUB ON SALE LICENSES – 1 Renewal

Brainerd Elks Lodge
215 South 9th Street
Brainerd, MN 56401



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MAYOR'S REPORT TO COUNCIL

June 6, 2016

In the last couple of weeks I have had the privilege of representing the City of Brainerd several times.

On May 25 I was able to welcome the National HRA Conference to our area out at Madden's. The speaker at the luncheon was the State Demographer. She went over some of the changes happening in Minnesota's population and how it will affect planning for government, housing and business in the future. I was not able to attend the tour but part of the conference attendees toured the Brainerd Industrial Center and the Northern Pacific Center and the Round House Brewery.

On Memorial Day I attended the Services at Evergreen Cemetery and gave a short greeting. The services were well attended and very well organized. My thanks go out to all of the organizations and the people who worked so hard to put on a great Memorial Day Service.

On June 1st I had the honor of attending the TZD Award Ceremony and luncheon along with City Administrator Jim Thoreen and Finance Director Connie Hillman. Brainerd received several awards including The Department of Public Safety Commissioners award. Derek Pallansch received the award for Outstanding DWI Enforcement. Tony Runde did an outstanding job handling the Individual Awards as well as the individual handling the TZD grants program. I had the pleasure of meeting and conversing with former Brainerd Police Sergeant Becky Putzke. She is now the current Law Enforcement Liaison person for Northwestern Minnesota.

On June 1st I also met with staff and representatives from Baxter. We had a good discussion and will be gathering more details on their perspective as well as ours. This will enhance more detailed discussions. While we have not scheduled another meeting date I am confident a mutually agreeable time and location will be decided on in the very near future...my thanks to all who participated.

On the 3rd of June at noon in the Salvation Army's Chapel I will be recognizing Brainerd Salvation Army for their 130 years of service to Brainerd and recognizing the organization's 99 years of serving donuts to those in need of nourishment in times of crises. During WW1 the Salvation Army's Lassies served the soldiers donuts. One of the original donut makers, Signa Leona Saunders, was from Brainerd. In 1938 the first Friday after June 1st was declared National Donut Day to honor those original donut makers on the battle fields of France during WW 1.

Please join me in wishing the local Salvation Army many more years of service to our community and at the same time thank them for past good deeds.

Again thank you for allowing me to serve as your Mayor.

Ed Menk

Brainerd Fire Department

To: Mayor and City Council
From: Tim Holmes, Brainerd Fire Chief
Date: June 1, 2016
Re: May 2016 Fire Department Monthly Report

May started with an ISO site survey. The survey was the beginning of our ISO assessment to determine the ISO rating for the fire department. Our goal is to try to lower our ISO rating from an ISO 4 to an ISO 3. Site surveys were completed at nearly 60 commercial and school properties in the cities of Brainerd and Baxter. Several sites were also looked at in Unorganized Territory. The purpose of the surveys is to determine the amount of water needed for fire flow in the event of a fire and to see if the properties have automatic sprinkler systems, which also affect the amount of water needed. The site surveys are very valuable to the ISO and also the fire department. The result of the surveys appears beneficial.

May started and ended with several public education events. Several firefighters participated in a safety event at ECFE in the early part of the month. Toward the end of the month we had a two day Health and Safety Event at Forestview Middle School in Baxter. At this event we had the MSFCA Kitchen Fire Demo Trailer and showed the dangers of unattended kitchen fires and the importance of NOT using water on a grease fire.



We also had several station tours with students from Lowell and Baxter Elementary schools.



Firefighter training continues to be a very important part of the fire department. Several members of the fire department participated in a 3 day Basic Arson Investigation class put on by the MN State Fire Marshal's Division.



This month we had several very important training opportunities including; Live Burn/Ventilation, Trench Rescue, Kitchen Fire Demo Trailer and ARFF at the Brainerd Lakes Regional Airport. All of these skills are extremely important to practice and stay proficient at. The trench rescue training was especially important with all the major projects in the area that have a lot of trenching associated with them. We are continuing to work with the staff at the Brainerd Lakes Regional Airport to strengthen our skills, relationships, and understanding of any emergency that could happen at, or around, their facility.



Memorial Day ceremonies are an important reminder of the ultimate sacrifice many have giving for our freedom. We flew our flag on Memorial Day to honor them.

The department conducted several inspections for fireworks displays, liquor licenses, and new construction projects. Our call volume continues to go up as more people come to the area for the summer season.

Brainerd Fire Coverage Area Incident Report (Includes City of Brainerd)

Structure Fire	3
Grass Fire	7
Dumpster, Outside Rubbish Fire	2
Vehicle Accident	3
Gas Leak	3
Assist other Governmental Agency	3
Good Intent Call	3
Canceled Enroute	10
Carbon Monoxide Alarm	1
Alarm Activation	5
Smoke Removal	1
Total	41

City of Brainerd Incident Report

Structure Fire	2
Grass Fire	3
Dumpster, Outside Rubbish Fire	1
Vehicle Accident	3
Gas Leak	1
Assist other Governmental Agency	2
Canceled Enroute	6
Carbon Monoxide Alarm	1
Alarm Activation	3
Smoke Removal	1
Total	23

Parks and Recreation Report

June 2016

Submitted by Tony Sailer, Director

- Emily Noble provided an update on the proposed splash pad, including using the Initiative Foundation as the fiscal agent. City Administrator Jim Thoreen presented a Memorandum of Understanding (see attached) between the City Council and Park Board in regard to the splash pad, which the Board approved. Ms. Noble will meet with staff to discuss potential sites for the splash pad. Ms. Noble and the splash pad committee are aiming to raise a minimum of \$300,000 to build the facility.
- Deputy Police Chief Mike Bestul reported that in an effort to reduce vandalism, notably at Gregory Park, officers are giving out citations or giving offenders notice they are banned from the parks and other city-owned property, for a designated time determined by the police department. Officer Bestul suggested the Police Department notify the Parks Department of offenders banned from the park(s) and requested the Parks Director then send out a letter confirming the citation or notice. Officer Bestul said by doing so, it will “put teeth” into the warning should the offender continue to trespass or vandalize city parks. Officer Bestul said that once a citation has been given to an offender, that person can then be cited for misdemeanor trespassing should they violate the ban. The Park Board approved having the Parks and Recreation Director send follow-up letters to those cited or given notice by the police pending approval from City Prosecutor Matt Mahle and City Attorney Eric Quiring.
- The Brainerd VFW donated \$1,500 for the purchase of United States flags which adorn various city streets throughout the summer. Most of the flags need to be replaced annually since they are out in the elements throughout the spring, summer and fall.
- The Brainerd Jaycees donated \$500 for improvements at Jaycees Park.
- The \$50,000 U.S. Bank/Minnesota Vikings grant request for the lighting project on Field 3 at Memorial Park was denied. A U.S. Bank representative said there were numerous grant requests and only so much funding. The grant will be offered again next year. Staff continues to raise funds for the project by selling banner advertising on the softball field fences.
- Vicki Vinokur will begin her summer internship on May 23. Ms. Vinokur is completing her Master’s Degree in Recreation Management.
- The Buffalo Hills-Lions concession stand has passed all state inspections to serve food, following the State Health Department’s recommendation to upgrade the facility to meet state guidelines.
- The Bicycle Clinic had about 50 attendees on May 14. Temperatures in the low 30s, with a strong NW wind, were a factor in the low attendance.
- The Kids Fishing Clinic took place at the Lum Park beach on May 28 and there were 150 participants. Prizes were awarded and gift bags were given to each participant.
- The Section 5A baseball tournament will take place June 6, 7 and 9 at Mills Field.

- The 10 & Under and 12 & Under state baseball qualifiers will be played June 10-12 at Bane and Jaycees parks, and the 11U/13U state qualifiers are June 17-19. A total of 44 teams will compete.
- The Brainerd VFW will host the District 6 baseball tournament at Mills Field on July 29 and Aug. 1-2.
- The regular seasons for competitive baseball and softball began May 31.
- The non-competitive programs begin June 6 and June 7.
- A feature story on the Brainerd Lakes Miracle League field was published in the June/July edition of the Lakes Country Journal.
- Girl Scout Troop 393 will tend to the planter on Washington and South 6th streets. Amy Price and her family will take over her father's (James Wallin) role of tending the Kiwanis Park planter.
- The Memorial Park restrooms grand opening was May 17 and since then there have been many compliments and words of thanks.

Guidance for Park Board/City Council in Contemplation of Construction of a "Splash Pad"

1. The Brainerd City Charter Section 112 requires the Park and Recreation Board to "...control and super[vise]...all parks" and "establish the recreation policy and conduct and supervise recreation areas, facilities, services..."
2. The Brainerd City Charter Section 114 provides: "Said Board shall have the power of coordination of services with other governmental programs...develop and maintain facilities..."; and further that..."expenditures shall be within the moneys appropriated by the City for such purposes, together with donations, gifts, bequests of any money...All money received from donations, bequests or earnings shall be deposited in a special account managed by the board."
3. The Park and Recreation Board has received a request from citizens to construct a "splash pad" for summer recreational use at a site to be determined by the Board presuming the Board believes the project is worthy and appropriate.
4. Funding for this proposal is separate and above the current or usual revenues from either the City Council or from other traditional sources for Parks and Recreation; construction of this special project will be funded solely from the receipt of donations or bequests.
5. The City Council, subject to future review, will not allocate from local levy dollars any funds for construction of the proposed facility; operation and maintenance of the completed project is anticipated to be provided by the Park Department through its annual budget.
6. The Initiative Foundation of Little Falls, MN, a 501 (c) 3 organization, is a qualified independent depository for receipt of donations and bequests for the Splash Pad Project and will provide full accounting for all donations and ultimate release of funds for construction; the Foundation will also provide guidance regarding fundraising techniques.
7. The Park and Recreation Board will coordinate the Splash Pad Project as part of its facilities planning process with the intention that only upon sufficient funds to design and construct a facility will expenditures be authorized through the City of Brainerd standard practices and policies.
8. It is the intention of the Park and Recreation Board that the fundraising process be concluded no later than _____, 2017 and that the project be considered for construction in 2017.

5/23/16

jmt

CITY ADMINISTRATOR'S REPORT

June 6, 2016



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CITIZEN'S FACILITIES ADVISORY COMMITTEE

Council members Koep and Borkenhagen have joined 8 appointed citizens charged with the responsibility to examine, tour, and catalog the challenges in the operations of our many city facilities. The committee to date has met:

- May 17th when committee members took time to introduce themselves to one another; by consensus chose Dan Vogt as the Chair; and reviewed the charge to the committee from the Council. Tours that evening included City Hall and its Annex. The report to the Council later this summer will offer perspectives and findings.
- May 31st the committee visited the Police Department Building, Fire Stations 1 and 2, and toured the "warming house" facility at the ice rink/softball field complex next to Station 2.
- June 7th the Committee will tour the Library, Street Department Facilities and the Parks Department Buildings.

Due to commitments in their personal and business lives we have not had 100% attendance yet. The committee has indicated that they will expect to complete the tours and in the near future begin to draft their observations and findings. While there has been discussion during the meetings as to some solutions to obvious problems the report is intended to be a list of shortcomings, needs for improvements and any concerns regarding safety of the public and the staff.

STAFFING ON THIRD FLOOR

With Jennifer's resignation, coordination of duties formally under her expertise have been allocated to others though it is fair to say that some duties and job tasks are being postponed and delayed until a successor is on site.

I have examined the work loads of administrative assistants and have concluded that we need to fill the vacancy. Seasonal work for building inspection is at its peak so we can expect a lessening of the pressures by mid-autumn. So while Laurie J. remains the key contact, others have stepped forward to learn processes regarding building permits and associated tasks. As Nikki and Darla work on their learning curve for building permits, some processes take longer than usual. Customer service has remained effective.

Jennifer's work with Kris Schubert and the payroll system is the most glaring need. Connie has taken on too many tasks for payroll in addition to her standard work load but we will make

things work in the interim. Kris, Connie and I are recommending in this meeting packet a revised job description which will improve assignment of tasks and duties, but not result in any additional costs. As a footnote we need to examine soon our payroll system as to efficiency, ease of operation, and accuracy.

CITIZENS' FACILITIES COMMITTEE

3rd Meeting

TUESDAY, JUNE 7, 2016

6:00 p.m.

AGENDA



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1. 6:00 p.m. Library
 - Director Jolene Bradley
2. 6:40 p.m. Street Department
 - City Engineer Jeff Hulsether
3. 7:15 p.m. Park Department Buildings (Lum Park)
 - Director Tony Sailer
4. Following these tours: set next meeting time, agenda and discuss what needs to appear in the first draft of a report to the City Council; could meet in the Parks Office or, if weather and space usage permits, the Lum Park Picnic Shelter.

CITY OF BRAINERD

CITIZEN'S FACILITIES COMMITTEE

2ND MEETING



www.ci.brainerd.mn.us

6:00 p.m., Tuesday, May 31, 2016

Members present: Dan Vogt, Kevin Goedker, Dave Pueringer, Mike Angland, Council Member Koep. Absent: Council Member Borkenhagen, Kim Ellingson, Tom Hofius, and Jeff Czczok.

The committee met in the meeting room of the Police Department with Chief McQuiston who briefed the committee on a recent series of challenges and break downs of portions of the heating and cooling systems in the building. On tour of the building he pointed out the challenge of providing hot water to sinks in various locations. The building has experienced a number of leaks in the copper piping likely caused by the recirculation of water in an attempt to keep hot water near the desired outlets. The evidence room needs new ventilation systems to maintain air quality as officers receive, inventory and place in locked storage the variety of drugs seized during arrests. He expressed concerns for potential violation of OSHA regulations. Chief McQuiston also pointed out the very aged video taping system for interview rooms as well as other technology improvements which will better maintain video and audio records; he noted the need for additional interior cameras. In general he pointed out that the building is no a fully secure facility. Current configuration of the area designated for transcriptionists presents challenges for employee production. He also noted the lack of a vestibule at the main entrance causes inordinate winter time reception area discomfort.

The next stop on the tour was the Main Fire Station. Fire Chief Tim Holmes walked the committee through the facility and pointed out major shortcomings: Depending on future replacement of engines and/or ladders there is lack of space on the apparatus floor; no lobby or secure area for visitors coupled with multiple entry doors which are a security issue and confuses customers; he noted lack of office space for the Fire Marshal/Deputy Chief who is currently officed in the "day room", a space not designed for privacy of an office; the Chief's office space is too small and has two entry doors which restrict use of space; the front office space not optimally designed for the present work flow. There are needed improvements for both comfort and energy savings in the HVAC and lighting systems; the backup generator is dated; the Training Room is the designated Emergency Operations Center for major incidents and has not been completely set up with phone and internet.

Chief Holmes led the committee in a tour of Station No. 2 on Mill Avenue. The building is in good shape, but he noted that there is no backup generator, no phone or internet access. He stated that the utility costs appear to be high for the size and age of the building.



Following the tour of Station No. 2 the Committee met with Parks Director Tony Sailer and Parks Maintenance Chief Troy Harris to view the “warming house” on the ice rinks/softball fields just north of Fire Station 2. The structure is a dilapidated box car worn beyond its useful life and is an eyesore. Tony noted that the warming house is too small generally, but particularly so on busy Pond Hockey events and some general skating days/evenings. The restrooms are beyond their useful life plus there needs to be more of them. He also noted that the preferred orientation of the hockey rinks is 90 degrees from the current layout. The committee was reminded that the parks operation at this site are on property leased from Brainerd Industrial Center and the owner has informally stated that he does not want to extend a lease and prefers that the city purchase this location as well as the parking lot for Memorial Park.

The committee will next meeting on Tuesday, June 7, 2016 at 6:00 p.m. with tours of: 1.) the Library; 2.) Street Department facilities; 3.) Park department offices and structures.



Brainerd City Council Agenda Request

#6A

Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Center Point Energy Community Partnership Grant

☒ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Fire Chief Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Holmes	Estimated Time Needed: 5 minutes
Summary of Issue: The Brainerd Fire Department applied for and received a Center Point Energy Community Partnership Grant in the amount of \$2,500 to assist in purchasing specialty rescue equipment.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Mr. Scott Hanggee from Center Point Energy will be in attendance to present the grant check to Fire Chief Holmes.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

#6B

Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Resolution Honoring HRA 50th Anniversary

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jim Thoreen	Department:
Presenter (Name & Title): Jennifer Bergman and HRA Chair	Estimated Time Needed:
Summary of Issue: As we approach City History Week, it is noteworthy that the many accomplishments of the Brainerd HRA for the past 50 years be recognized and celebrated.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Adopt attached Resolution	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

RESOLUTION NO. _____

HONORING THE 50TH ANNIVERSARY OF THE

BRAINERD HOUSING AND REDEVELOPMENT AUTHORITY (HRA)

WHEREAS, on May 16, 1966 the Brainerd City Council adopted a resolution which declared, in part, that “ *substandard, slum or blighted areas exist in the said City of Brainerd which cannot be redeveloped without government assistance...that adequate housing accommodations are not available to veterans and servicemen and their families...and there is a shortage of decent, safe, and sanitary dwelling accommodations available to persons of low income and their families at rentals they can afford...*” And,

WHEREAS, upon adoption of the resolution declaring the need for a city Housing and Redevelopment Authority under state law Mayor Gorham...”complimented the Council on their progressive attitude; first for engaging consulting engineers to prepare a comprehensive plan and now for activating an Urban Renewal Program.” And,

WHEREAS, the actions of the Brainerd City Council in 1966 have resulted here in 2016 with provision of 203 safe, affordable, and decent rental units for 301 individuals, And,

WHEREAS, the actions of 1966 also have resulted in the ability to provide 320 individuals with vouchers to subsidize rents for low income families, with a waiting list of more than 500 households who currently cannot be served, And,

WHEREAS, through action of the City Council in 1966 to construct a landmark building with a river view came about because of community foresight and commitment to our citizens in need then and today:

NOW THEREFORE BE IT RESOLVED that the Brainerd City Council hereby recognizes and salutes the diligence, hard work and perseverance of the dozens of citizens who have volunteered to serve on the HRA Board of Directors; we honor the staff who over these 50 years has kept foremost in mind the needs of their customers; we acknowledge the community’s commitment that we take care of those in need;

BE IT FURTHER RESOLVED that this day, June 6, 2016 be declared “Brainerd HRA Day”, and that we celebrate as a community that we are richer due to the many success stories which have touched thousands of lives during this half century.

Adopted this 2nd day of May, 2016

GARY SCHEELER
President of the Council

Approved this 3rd day of May, 2016

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

**CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA**

June 6, 2016
6:15 p.m.
City Council Chambers

1. Business 371 Reconstruction Update
2. IMP 16-06 – Washington Street Sanitary Sewer Update
3. IMP 15-06 – Lum Park Raingarden Quote for Concrete Work
4. IMP 16-07 – Utility Extension Feasibility Report
5. Airport Utility Extension Connection Procedures
6. Transit Policy Amendments
7. City Code Section 820
8. Bicycle Safety
9. Event Application – Jaycees Streetfest



Brainerd City Council Agenda Request

SPW #1
Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Business 371 Reconstruction

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: This item is for informational purposes. In the last couple of weeks, we were approached by Mn/DOT to consider pushing the letting date on the Business 371 reconstruction back about 6 or 7 months from February to September of 2017. The net result would be construction beginning in the spring of 2018.	
Alternatives, Options, Effects on Others/Comments: Staff has considered any downside of pushing the letting and starting dates back and there really aren't any. This would give the City some additional time to evaluate the redirection of sewer services on 2 blocks of Washington Street, develop a strategy for isolating watermain segments during replacement, completing the plan set, and having another year of sewer utility revenue to assist with the funding. With the project being pushed back, staff would like to advance projects tentatively scheduled for 2018 into 2017 to balance the annual workload. Staff will have a list of projects being recommended for advancement as an agenda item at the next Committee meeting.	
Recommended Action/Motion: Just an acknowledgement that the Business 371 project letting date will be pushed back to the fall of 2017 and that staff will be bringing forth a list of projects recommended for advancement into the 2017 schedule.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

SPW
#2

Agenda Item #

Requested Meeting Date: 06/06/2016

Title of Item: Improvement 16-06 Updates and Discussion

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Paul Sandy	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 10 Minutes
Summary of Issue: See the attached Memo.	
Alternatives, Options, Effects on Others/Comments: There are a few options associated with this, but the decision does not have to be made at this council meeting: 1. Proceed with the project design and construction in Fall 2016. 2. Proceed with the project design and construction during the 2017 construction season. 3. Do not proceed with design or construction on the project and leave the 2 blocks of sewer in Washington Street.	
Recommended Action/Motion: This is for discussion at this meeting, but if the council decides to construct during the 2016 season, we would like a decision made by the 2nd meeting of the month so that final design and bidding can take place.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ \$100,000 - \$110,000 Is this budgeted? ☐ Yes ☒ No This project would be paid through the sanitary sewer fund. Please Explain:	

MEMO

TO: Safety and Public Works Committee

FROM: Paul Sandy, Assistant City Engineer

CC: Jeff Hulsether, City Engineer

DATE: June 1st, 2016

RE: Improvement 16-06 – Alley Block 46 Sanitary Sewer Replacement Discussion

As per discussion at previous City Council meetings, the Engineering Department has been preparing quantity and cost estimates to evaluate the possibility of eliminating 2 blocks of sanitary sewer in Washington Street between N 4th Street and N 6th Street. The work proposed would consist of replacing the sanitary sewer in the alley behind the buildings between N 5th Street and N 6th Street and relocating 3 services from Washington Street to the alley behind the buildings between N 5th Street and N 6th Street. The work would also consist of relocating 1 service in Washington Street back to the alley sanitary sewer main between N 4th Street and N 5th Street.

Upon further evaluation, it was discovered that MPCA has an active hazardous spill/contamination site located in the direct vicinity of Easy Riders Bike Shop (old Meyer's Cleaners). There are now multiple moving parts to this project that are explained below:

MPCA Hazardous Spill Site:

In discussions with MPCA staff about the Meyer's Cleaners site, they recommended getting information and pricing from an Environmental Engineering firm to prepare required documents as part of the VIC application process. The process has to do with voluntary investigation and cleanup that would have to take place during this process. The VIC program is administered through MPCA and involves an online application, preparation of a Site Contingency Plan (if contaminants are found), a Site Health and Safety Plan, and review of the submittal documents with the MPCA staff. The VIC Application and contingency plans are necessary to receive a letter of "No Association" to protect us from being associated with the contamination at the site. From conversations with WSN (attachment A), they would be able to prepare and correspond with MPCA for a fee not to exceed \$3,500. This, however, does not include any onsite testing or contaminated soil disposal plans, which WSN said they would be willing to be on-call and negotiate an hourly rate.

Replacement of Sanitary Sewer Main Quantities and Cost:

Preliminary quantities and costs were estimated for the replacement of the sanitary sewer main for the block from N 5th Street and N 6th Street and can be seen in attachment B. The estimated cost with a 10% contingency is \$80,382.50.

Redirecting Sanitary Sewer Services from Washington Street to Alley Mains:

Quotes were solicited to multiple local contractors and an on-site meeting was held to go over what needs to be done at the 4 properties in which the sanitary sewer services needed to be re-directed. A quote was received from Tim Thompson Plumbing, LLC and can be seen in attachments C1-C4. The total cost of all of the sanitary sewer service re-direction is \$18,500. A breakdown of each property can be seen below:

- State Farm @ 525 Washington Street: \$1,700
- Residence @ 211 N 6th Street: \$2,200
- Harting Shoe Repair @ 509 Washington Street: \$4,800
- Directv @ 405 Washington Street: \$9,800

With the 3 different moving parts of this project being taken into account, the total project construction cost is estimated to be around \$100,000 - \$110,000. There is a little bit of easement work to be completed with the owner of the old courthouse on N 4th Street in order to re-direct the sanitary sewer service from Directv to the alley main. In conversations with the landowner, he was willing to grant easement for the sewer service for a minimal cost.

With the potential for the S 6th Street Reconstruction Project being pushed back a year to 2018, this project would not have to happen this fall, and could possibly be programmed into next year's construction.

With the long term life cycle cost of keeping the sanitary sewer main in Washington Street and possibly rehabbing or replacing the 2 blocks of sanitary sewer main in Washington Street within the next couple of years, this option of abandoning the sewer main in Washington Street and re-directing the 4 services to the rear of the buildings still seems to be the most cost effective and viable option.

Paul Sandy

From: Greg Smith <Greg.Smith@wsn.us.com>
Sent: Tuesday, May 31, 2016 2:28 PM
To: Paul Sandy
Cc: Dave Reese; Mike Bogart
Subject: RE: Sewer replacement project site contingency plan

Hi Paul,

Yes, sir! We visited with Greg Small at the MPCA just to make sure the Site Contingency Plan (SCP) is necessary considering the location of the project per the drawing you sent to me back on May19th. Greg indicated the SCP should move forward and upon completion reviewed by MPCA staff. I contacted a staff member with the VIC program to verify the process. It sounds like all submittals along with the VIC Application will be electronic. Consequently, assuming we prepare the VIC Application, the SCP, a Site Health and Safety Plan, review all submittals with MPCA staff, and maybe make a few revisions to the documents based on MPCA comments, we should be able to get this all completed for an amount not to exceed \$3,500.

Please keep in mind this amount does not include implementation of the SCP, (i.e. on site soil screening during construction, contaminated soil disposal, etc.). Based on the nature of the field work, which I foresee similar to being on call, I would suggest we work for the city on an hourly basis. We could discuss those rates and our scope of work this fall as the project date gets closer. I hope this helps. If you need anything further please let me know.

Thank you,

Greg Smith

From: Paul Sandy [mailto:psandy@ci.brainerd.mn.us]
Sent: Tuesday, May 31, 2016 1:33 PM
To: Greg Smith <Greg.Smith@wsn.us.com>
Subject: RE: Sewer replacement project site contingency plan

Greg,

Any update on an estimate of costs for this contingency plan/reporting? I would like to get it front of next week's council and packet day is tomorrow. Let me know if this is feasible.

Thanks

Paul Sandy

Assistant City Engineer
City Of Brainerd
501 Laurel Street
Brainerd, MN 56401
Email: psandy@ci.brainerd.mn.us
Phone: 218-454-3411

From: Greg Smith [mailto:Greg.Smith@wsn.us.com]
Sent: Thursday, May 19, 2016 8:35 AM
To: Paul Sandy

Attachment B

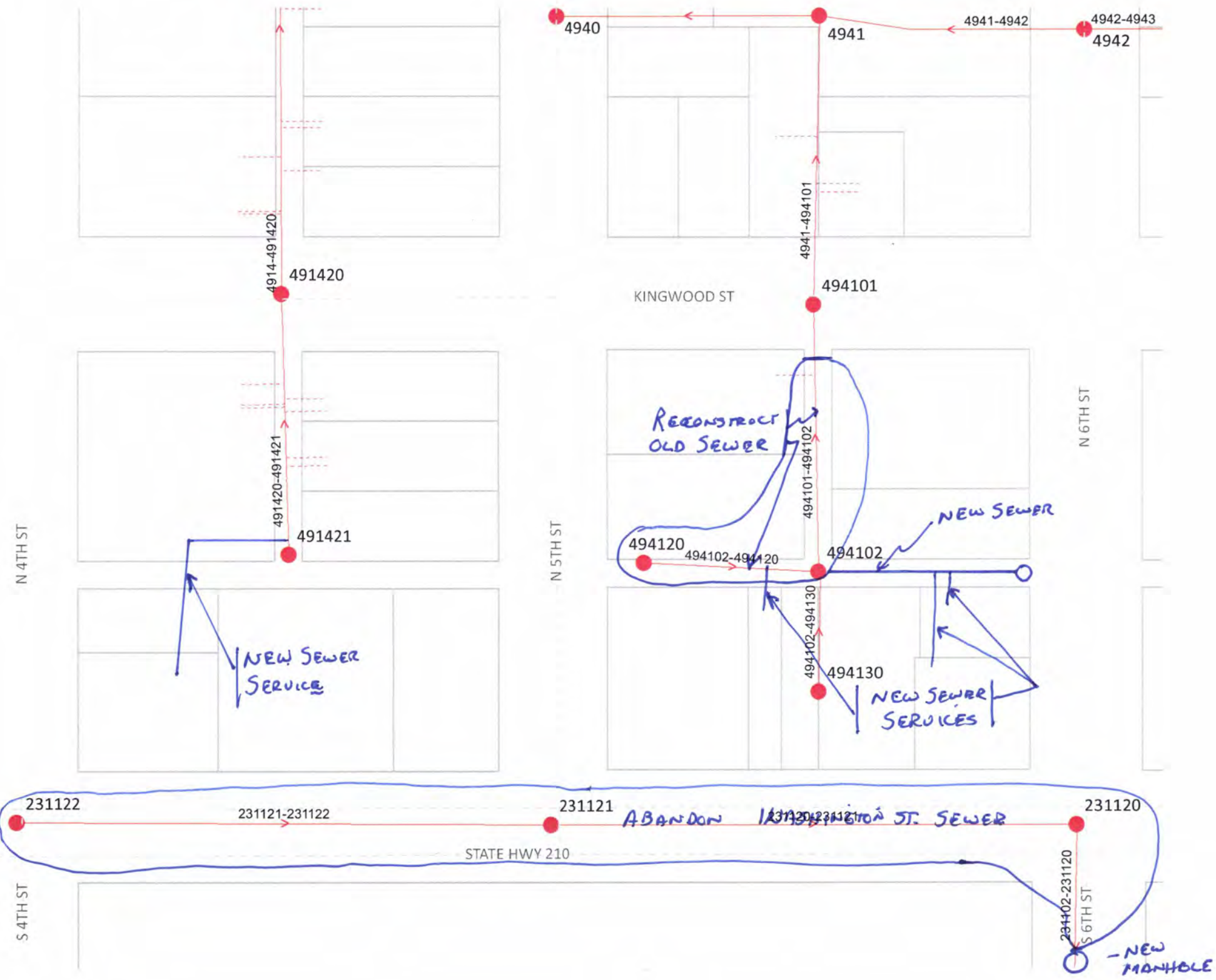
**Engineer's Estimate of Probable Costs
Improvement 16-06 Alley Block 46 Sanitary Sewer**

ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	TOTAL COST
1	2021.501	MOBILIZATION	L SUM	1	\$ 5,000.00	\$ 5,000.00
2	2104.501	REMOVE SEWER PIPE (STORM)	LF	136	\$ 5.00	\$ 680.00
3	2104.501	REMOVE SEWER PIPE (SANITARY)	LF	353	\$ 3.00	\$ 1,059.00
4	2104.503	REMOVE SIDEWALK	SF	228	\$ 3.00	\$ 684.00
5	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	1047	\$ 2.00	\$ 2,094.00
6	2104.509	REMOVE DRAINAGE STRUCTURE	EA	1	\$ 300.00	\$ 300.00
7	2104.509	REMOVE MANHOLE	EA	1	\$ 300.00	\$ 300.00
8	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	58	\$ 6.00	\$ 348.00
9	2104.513	SAW BITUMINOUS PAVEMENT (FULL DEPTH)	LF	107	\$ 2.00	\$ 214.00
10	2211.501	AGGREGATE BASE CLASS 5	TON	126	\$ 20.00	\$ 2,520.00
11	2360.501	WEARING COURSE	TON	63	\$ 55.00	\$ 3,465.00
12	2503.511	8" PVC PIPE SEWER	LF	485	\$ 45.00	\$ 21,825.00
13	2503.541	12" RC PIPE SEWER 3006 CLASS III	LF	136	\$ 30.00	\$ 4,080.00
14	2503.602	SANITARY SEWER SERVICE	EA	8	\$ 400.00	\$ 3,200.00
15	2506.502	DRAINAGE STRUCTURE	EA	1	\$ 2,400.00	\$ 2,400.00
16	2506.602	CONNECT INTO EXISTING STORM SEWER	EA	1	\$ 600.00	\$ 600.00
17	2506.602	CONNECT INTO EXISTING SANITARY SEWER	EA	1	\$ 400.00	\$ 400.00
18	2506.602	CONSTRUCT SANITARY MANHOLE	EA	3	\$ 2,500.00	\$ 7,500.00
19	2506.516	CASTING SEAL	EA	3	\$ 250.00	\$ 750.00
20	2521.501	6" CONCRETE WALK	SF	228	\$ 7.00	\$ 1,596.00
21	2531.507	7" CONCRETE DRIVEWAY PAVEMENT	SY	58	\$ 70.00	\$ 4,060.00
22		RESTORATION	L SUM	1	\$ 10,000.00	\$ 10,000.00

TOTAL \$ 73,075.00

CONTINGENCY (10%) \$ 7,307.50

TOTAL ESTIMATED CONSTRUCTION COST \$ 80,382.50



Estimate

E117

5/26/2016

Bill To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Ship To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Description**Amount**

State Farm @ 525 Washington Street Brainerd, MN

Dig new Sewer Line from the North Side of the Building to
the Alley

This bid includes:

***Excavating

***Labor & Materials

***Permit

Bid Price \$1,700.00

Extras: Black Dirt & Seed \$0.00

Amount Paid \$0.00

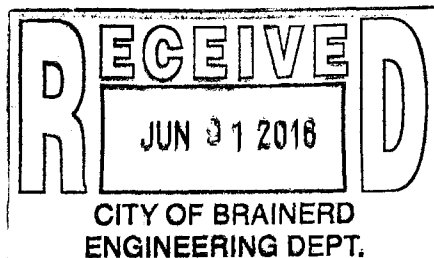
Amount Due \$1,700.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$1,700.00

Total \$1,700.00



Estimate

E119

5/26/2016

Bill To
 City of Brainerd
 501 Laurel Street
 Brainerd, Mn, 56401

Ship To
 City of Brainerd
 501 Laurel Street
 Brainerd, Mn, 56401

Description	Amount
-------------	--------

Residence @ 211 North 6th Street Brainerd, MN

This Bid Includes:

Boring in a new sewer line

***Excavating

***Labor & Materials

***Permit

Bid Price \$2,200.00

Extras:

Black Dirt & Grass Seed

Replacing the sidewalk

Amount Paid \$0.00

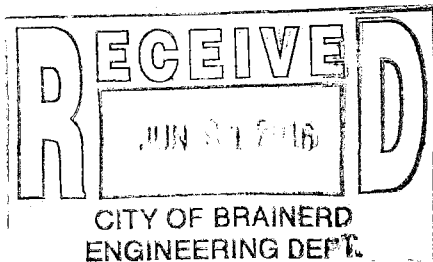
Amount Due \$2,200.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$2,200.00

Total \$2,200.00



Estimate

E116

5/26/2016

Bill To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Ship To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Description**Amount**

Harting Shoe Repair @ 509 Washington Street Brainerd,
MN

Dig new Sewer Line from the North Side of the Building to
the Alley

This bid includes:

Changing the inside plumbing and capping off the old sewer
line

***Excavating

***Labor & Materials

***Permit

Bid Price \$4,800.00

Class 5 and Landscaping is Not Included in this price \$0.00

Amount Paid

\$0.00

Amount Due

\$4,800.00

Discount

\$0.00

Shipping Cost

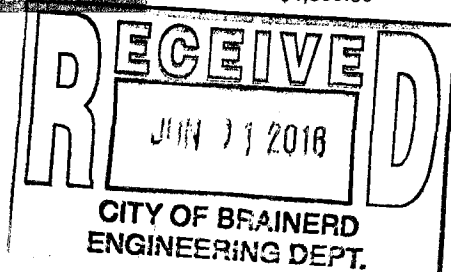
\$0.00

Sub Total

\$4,800.00

Total

\$4,800.00



Estimate

E118

5/26/2016

Bill To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Ship To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Description**Amount**

Direct TV @ 405 Washington Street Brainerd, MN

Dig new sewer line from the North Side of the building to the
North around the garages to the alley

This bid includes:

***Excavating

***4" 3034 Sewer Line

***Insulation over the sewer line in the parking lot

***Labor & Materials

***Changing the inside plumbing

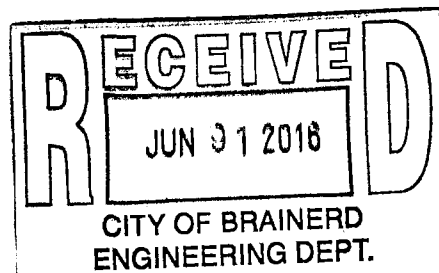
***Permit

Bid Price \$9,800.00

Not Included In This Price:

Class 5/Asphalt

Black Dirt & Grass Seed



Estimate

E118

5/26/2016

Bill To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Ship To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Description

Amount

Amount Paid \$0.00

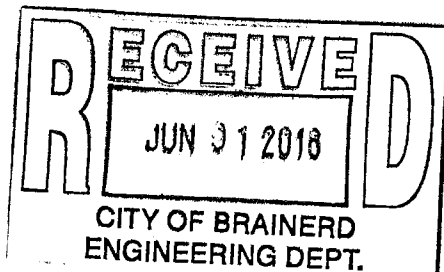
Amount Due \$9,800.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$9,800.00

Total \$9,800.00





Brainerd City Council Agenda Request

SPW #3
Agenda Item #

Requested Meeting Date: 06/06/2016

Title of Item: Lum Park Rain Garden Concrete Work

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Paul Sandy	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 Minutes
Summary of Issue: As part of a Crow Wing County Soil and Conservation District grant, rain garden were installed at Gregory Park near the tennis courts and in Lum Park where the parking lot drains into Rice Lake. The Rain Garden at Gregory Park was finished in 2015, but the rain garden at Lum Park remains unfinished. Engineering solicited quotes for some finishing concrete work in the fall of 2015. The quote received was higher than expected, so it was decided to wait until the Spring of 2016 to re-solicit quotes and see what the cost is.	
Alternatives, Options, Effects on Others/Comments: Quotes were solicited for the concrete work which generally consists of some removals, installation of a curb box/rain guardian in which we will provide to the contractor and is currently held at the street department, placement of a 4" concrete walkway with a curb ramp to the fishing pier, and placement of some curb and gutter with a flume to the rain garden. Quotes were solicited to 3 different contractors and we received 1 back. The quote received is from Anderson Brothers at a total cost of \$5,887.96. The quote we received in 2015 for the work was \$5,920.29. The difference between 2015 and 2016 is \$32.33. There are 3 options related with this request, they are: Approve the quote from Anderson Brothers for the work, Deny the quote from Anderson Brothers for the work, or Deny the quote from Anderson Brothers for the work and look for other options to get the work done by other contractors or re-solicit the quotes again for the work and see if we receive others back.	
Recommended Action/Motion: Seeing as we have already solicited quotes twice for this work and have only received quotes back from 1 contractor both times, there doesn't seem to be a whole lot of interest in doing this work. The recommendation would be to approve the quote from Anderson Brothers for the concrete work and placement of the rain guardian at Lum Park for the total cost of \$5,887.96.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>\$5,887.96</u> Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u>	



Anderson Brothers Construction Company of Brainerd, LLC
P.O. Box 668
Brainerd, MN 56401
218-829-1768 • Fax 218-829-7607

Building Our Communities Since 1940
An Equal Opportunity Employer

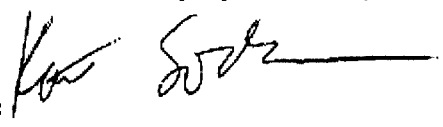
To:	CITY OF BRAINERD	Contact:	Paul Sandy
Address:	501 LAUREL STREET BRAINERD, MN 56401	Phone:	218-828-2309
Project Name:	2015 Concrete Repair City Of Brainerd	Fax:	218-828-2316
Project Location:		Bid Number:	
		Bid Date:	4/21/2015

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
2021.501	Mobilization	1.00	LS	\$409.44	\$409.44
2103.501	Rain Guardian	1.00	LS	\$952.49	\$952.49
2104.501	Remove	1.00	LS	\$625.11	\$625.11
2521.501	4" Concrete Walk & Curb Ramp	208.00	SF	\$7.06	\$1,468.48
2531.501	Concrete Curb & Gutter Design	36.00	LF	\$29.79	\$1,072.44
2531.618	Truncated Domes	32.00	SF	\$42.50	\$1,360.00

Total Bid Price: \$5,887.96

Notes:

- We are pleased to quote the following on the above-referenced project.
- All Materials and workmanship shall conform to the Department of Transportation Specifications for Highway Construction
- Payment due upon completion. Past due accounts are subject to a service charge of 1 1/2% per month (18% per annum).
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.
- This proposal may be withdrawn if not accepted within 30 days.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Anderson Brothers Construction Company Of Brainerd, LLC  Authorized Signature: _____ Estimator: Keith Soderman 218-820-9910 ksoderman@andersonbrothers.com
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Crow Wing Soil and Water Conservation District
322 Laurel St. Suite 13 • Brainerd, MN 56401

**Community Centered Runoff Mini-Grant Program 2
APPLICATION**

PROPOSALS ARE DUE BY APRIL 24, 2015

Overview

Citizens and local organizations design and implement water quality initiatives with oversight from the Crow Wing Soil and Water Conservation District (SWCD). This program provides clean water legacy funds to local groups and citizens to improve water quality and reduce stormwater runoff. The funding may be used through December 1, 2016.

Instructions

- Complete application (pages 2-4).
- Incomplete applications will not be considered for funding, please call for assistance.
- Download Application and supporting materials at www.crowwingswcd.org/grants/.
- Call or email for a copy of the documents.
- Email your Application to tasha.lauer@crowwingswcd.org,
or mail to Crow Wing SWCD, 322 Laurel Street, Suite 13, Brainerd, MN 56401.
- Application must be in our office by or on **April 24, 2015**.

Selected Applicants

Funded applicants will be notified by mail and/or email by May 26, 2014. Grantees will then be **required to return signed Grant Agreement Contract, Maintenance Agreement and Plans**. If applicable, successful applicants will be required to provide sufficient documentation that the project expects to receive or has received all necessary federal, state, and local permits. An inspection of the project by SWCD will be required in years 1, 3, and 5 of the project. Final Report, Invoices, and receipts will be required for reimbursement of eligible project costs to the grantee.



MEMO

DATE: January 12, 2015

TO: Personal & Finance Committee

CC: Jeff Hulsether, PE

FROM: Jesse Freihammer, PE

RE: Crow Wing SWCD – Community Centered Runoff Mini Grant Application

As discussed at the January 5, 2015 council meeting, the Soil and Water Conservation District has grants available for up to \$25,000 for improvements to treat storm water runoff. The grant requires at 20% match which can be cash or in-kind services.

Staff sees this as a cost effective opportunity to improve storm water and to help meet some current and future MS4 requirements. Staff would like to apply for this grant for two rain garden projects. One would be at Lum Park between the beach parking lot and Rice Lake, and the second would be next to the new tennis courts at Gregory Park. Both projects would reduce runoff and pollutants to the Mississippi River.

Attached is an estimated project cost for the two projects;

- City Total = \$4,450 – 32%
- Grant Total = \$9,550 – 68%
- Project Total = \$14,000

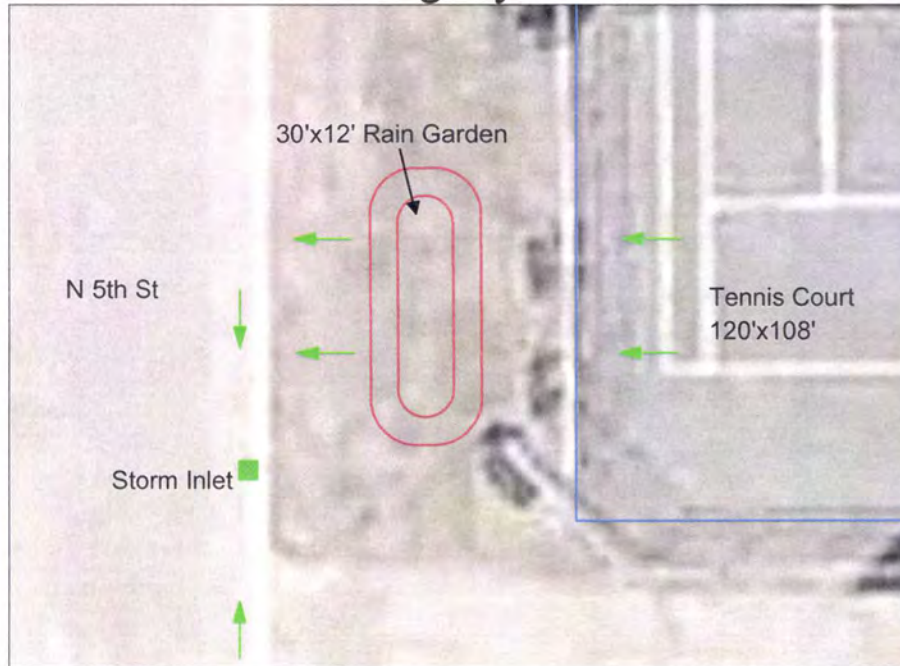
The City portion of the costs would be in-kind services for excavating and grading the rain gardens. The work would take two to three days for 3 members of the street department. Approximately 50 hours of street department labor, 15 hours of equipment time and 25 hours of engineering time would be involved.

Staff costs would be proposed to be paid out of the Storm Water Fund since all work is storm water related. Staff time is already budgeted for in the storm sewer fund so the only impact would be the time taken away from other duties staff could be doing. Since the City does numerous special projects like these yearly, staff time devoted to this project will not have any negative effects on other operations.

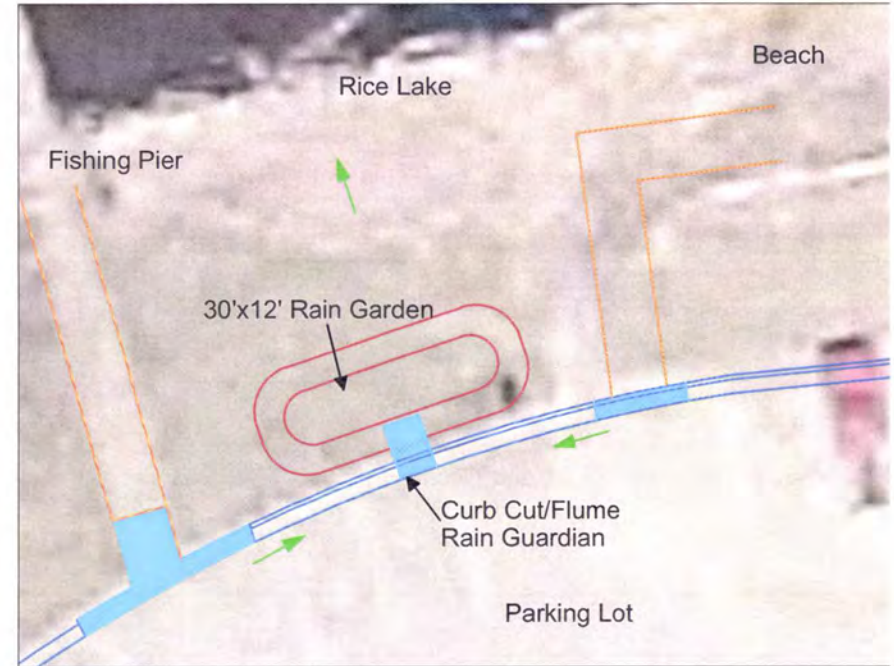
Although these projects are not required at this time, they provide numerous benefits to the City. Projects like these give the City credit for future storm water requirements that will likely be coming in future MS4 permits. The improvements are also environmentally friendly and help improve water quality and show the City is good property owners. The improvement at Lum Park is especially helpful as it shows good land use buffer and water treatment for shoreline property on Rice Lake. The projects are also good educational tools that can be used for credit in the MS4 permit.

Staff recommends Council approve applying for the SWCD Runoff Mini-Grant as proposed.

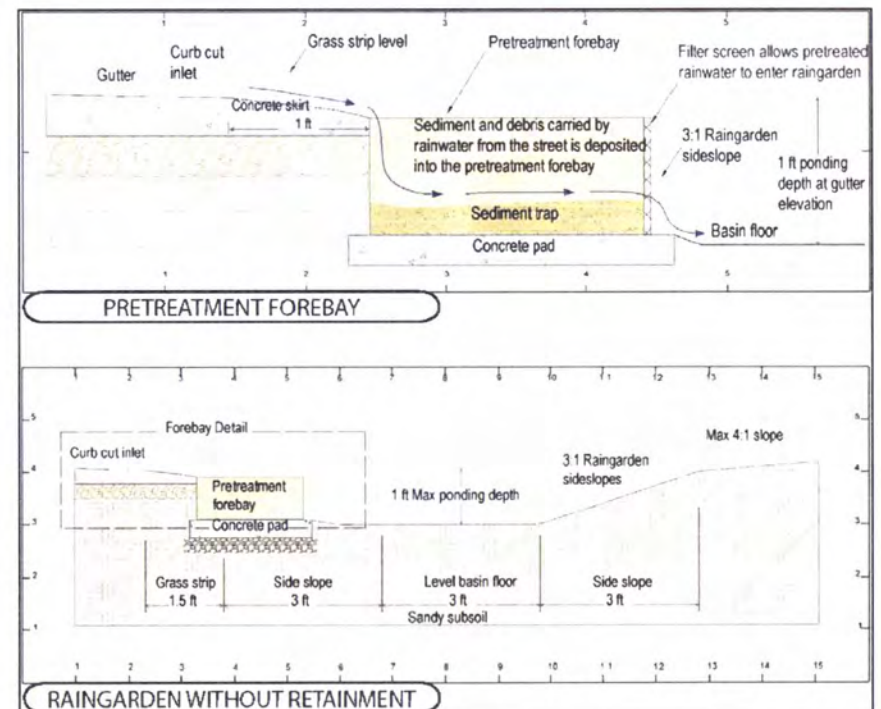
Gregory Park



Lum Park Beach



2015 Park Storm Water Improvements
Improvement 15-06





Crow Wing Soil and Water Conservation District
322 Laurel St. Suite 13 • Brainerd, MN 56401

Community Centered Runoff Mini-Grant Program 2
APPLICATION

Organization Name	City of Brainerd
Mailing Address	501 Laurel Street
City, State, Zip Code	Brainerd, MN 56401
Site Address	Lum Park – Boat Access
City, State, Zip Code	Brainerd, MN 56401
Contact Name, Title	Jesse Freihammer, Assistant City Engineer
Phone Number	218-828-2309
Email Address	jfreihammer@ci.brainerd.mn.us

Name of your project	Lum Park Rain Gardens
Summary Include a summary of 50 words or less that summarizes your main goals and activities of your project and the total amount that you are requesting for reimbursement.	The City of Brainerd is requesting \$8,100 to assist in constructing two rain gardens. One will be installed next to a tennis court at Gregory Park and the other next to the boat landing at Lum Park. Both will reduce runoff and pollutants into the Mississippi River.
Location Provide a project address , city, or township name, or other information that describes the location of the project.	Lum Park Boat Access on Rice Lake/Mississippi River
Waterbody Provide a name, lake ID, and/or 8-digit hydrologic unit code (HUC), for a water body that this project is intended to enhance.	Rice Lake/Mississippi River
Water Plan Priorities List the number and letter of the priorities of the 2013 <i>Crow Wing County Water Plan</i> that you will address with this project. Refer to the attached sheet.	Priority Concern #2 – Surface Water Item 1 – Storm Water Management & Erosion Control Item 2 – Shoreline Buffers
Goals List the goals for your project related to water quality protection. <i>Example: "Help improve turtle habitat on Lake Olson."</i>	Reduce runoff and pollutants going into Rice Lake/Mississippi River
Activities	Construct a 50' x 13' foot rain garden near the shore of Rice Lake



This project is funded
by the Clean Water, Land,
and Legacy Amendment,
Clean Water Fund



Crow Wing Soil and Water Conservation District

322 Laurel St. Suite 13 • Brainerd, MN 56401

Community Centered Runoff Mini-Grant Program 2

APPLICATION

List the activities you will undertake to reach the goals. <i>Example: "Build 3 turtle nests on the shore of Lake Olson."</i>	and construct a 50' x 13' rain garden in Gregory Park. Both rain gardens would hold about 1' of water when full and would be constructed with natural plants and soils to infiltrate runoff.
Outcomes List the expected outcomes that can be measured to determine if the project reached its goals. <i>Example: "Amount of erosion decreased by 10%."</i>	Reduce the amount of runoff going directly into the Mississippi River by 200 CF per rain event.
Publicity Plan Describe how you will create awareness about the project. Plans to publicize results and follow-up with participants after the project are recommended.	The rain gardens would be located in parks so they would be highly visible. Lum Parks would be next to the boat access and the beach. The Gregory Park rain garden would be next to the tennis courts. A sign would be installed describing the purpose of the rain garden.
Partners Provide organization names, expected contribution to the project, contact persons and contact information.	City of Brainerd, Brainerd Parks and Rec, Crow Wing Soil Water Conservation District
Community Involvement Plan Describe how you will involve local citizens in planning and implementing the project. Also describe how you will encourage community involvement or community service. <i>Example: The projects will be installed by Olson High School students as a service project."</i>	The City of Brainerd would try to get a service group to help install the plants in the rain garden and help maintain the rain garden long term.
Maintenance Plan Describe how you plan to maintain project installations for 10 years after installation. Maintenance for 3 years should be included in the budget. A final maintenance plan will be required if the project is funded.	City parks department staff would monitor the rain gardens. Crews would weed the garden at least twice annually and replace plants as necessary. City street department staff will clean the Rain Guardian during routine storm sewer maintenance after storm events.



This project is funded
by the Clean Water, Land,
and Legacy Amendment,
Clean Water Fund



Crow Wing Soil and Water Conservation District
322 Laurel St. Suite 13 • Brainerd, MN 56401

Community Centered Runoff Mini-Grant Program 2
APPLICATION

Grant Budget

Item or Program Element and Quantity	Start Date	End Date	Grant Request (amount organization may be funded)	Organization In-kind* and Cash** (required 25% of total)	Total Project Cost (Grant Request + In-kind)
Brainerd Street Department Labor \$30/Hr (50 Hr)	1-Jun-15	1-Jul-15		\$ 1,500.00	\$1,500.00
Brd Street Dept Equipment (Backhoe) \$50/Hr	1-Jun-15	1-Jul-15		\$ 250.00	\$250.00
Brd Street Dept (Skid Steer) \$50/Hr	1-Jun-15	1-Jul-15		\$ 250.00	\$250.00
Brainerd Street Dept (Dump Truck) \$50/Hr	1-Jun-15	1-Jul-15		\$ 250.00	\$250.00
Rain Guardian	1-Jun-15	1-Jul-15	\$ 750.00		\$750.00
Plants	1-Jun-15	1-Jul-15	\$ 1,000.00		\$1,000.00
Grass Seed	1-Jun-15	1-Jul-15	\$ 200.00		\$200.00
Soil/Mulch	1-Jun-15	1-Jul-15	\$ 2,500.00		\$2,500.00
Landscape Edging	1-Jun-15	1-Jul-15	\$ 200.00		\$200.00
Signs	1-Jun-15	1-Jul-15	\$ 300.00		\$300.00
CW SWCD Labor \$50/Hr (32 Hours)	1-Jun-15	1-Jul-15	\$ 1,600.00		\$1,600.00
Concrete - Contracted	1-Jun-15	1-Jul-15	\$ 2,500.00		\$2,500.00
Engineering \$40/Hr (25 Hours)	1-Jun-15	1-Jul-15		\$ 1,000.00	\$1,000.00
Maintenance 1 Hr - 4x/Yr @ \$30/Hr	1-Jul-15	1-Jul-25		\$ 1,200.00	\$1,200.00
Maintenance Replacement \$50/Yr	1-Jul-15	1-Jul-25	\$ 500.00		\$500.00
Refer to page 5, estimated materials and labor costs to complete the grant budget.		Totals	\$ 9,550.00	\$ 4,450.00	\$14,000.00

Eligible expenses include paid staff time, contractor labor, project materials, project publicity, and project maintenance.

Grant Request is the maximum value of grant fund expenses. Organization must provide receipts on spent grant funds. **Grant funds must be matched by in-kind or cash value at 25%.**

*In-kind is the value of labor or materials that were used in the project but were not paid for. For example, volunteer labor has an in-kind value of \$20.00 per hour. Landowner planting plants, using wheelbarrow on project.

**Cash is value of paid costs that are donated to the project. Paid time of a worker is an example.





Crow Wing Soil and Water Conservation District

322 Laurel St. Suite 13 • Brainerd, MN 56401

Community Centered Runoff Mini-Grant Program 2 APPLICATION

Estimated Materials and Labor Costs

Actual prices may vary. Prices listed do **not** include 7.37% sales tax, where applicable.

Contact SWCD at (218)-828-6197 to inquire about additional price estimates.

ITEM	TYPE	UNITS	PRICE PER UNIT
Volunteer labor	In-kind	Hour	\$20.00
Boats	In-kind	Day	\$75.00
Mileage	Mileage	Mile	\$0.575
Contractor Labor	Labor	Hour	\$60.00
SWCD Labor	Labor	Hour	\$50.00
Plant plugs	Materials	Six-pack	\$10.00
Tree seedlings	Materials	Bundle of 25	\$35.00
#1 size potted plant	Materials	Plant	\$9.00
#2 size potted plant	Materials	Plant	\$16.00
#5 potted plant	Materials	Plant	\$32.00
#10 potted plant	Materials	Plant	\$72.00
Mulch	Materials	Cubic yard	\$32.00
Coir Log 12"	Materials	12" x 10 LF	\$90.00
Coir Log 16"	Materials	16" x 10 LF	\$170.00
Curlex no net Erosion Control Fabric	Materials	8'x90' roll	\$66.00
Curlex with net Erosion Control Fabric	Materials	8'x101' roll	\$105.00
C700BN Erosion Control Fabric	Materials	8' x 45' roll	\$335.00
CN-125 Erosion Control Fabric	Materials	6.5'x108' roll	\$165.00
Cocomat 700 Erosion Control Fabric	Materials	6.5'x164' roll	\$425.00
Cocomat 900 Erosion Control Fabric	Materials	6.5'x164' roll	\$505.00
Plastic stakes 6" Biodegradable	Materials	Box of 576	\$100.00
Wood wedge stakes 2"x4"	Materials	Bundle of 18	\$2.00
Jute rope	Materials	Roll of 452'x1/4"	\$25.00
Biotic Earth	Materials	50 lbs, 2.2 cu. Ft.	\$50.00





Crow Wing Soil and Water Conservation District

322 Laurel St. Suite 13 • Brainerd, MN 56401

Community Centered Runoff Mini-Grant Program 2
APPLICATION

2013-2023 CROW WING COUNTY WATER PLAN, pgs. 8-10

Goal: Protect surface water and groundwater quality in Crow Wing County.

Priority Concern 2: Surface Water

1. **Stormwater Management and Erosion & Sediment Control:** Provide technical assistance and onsite guidance to enable landowners to implement stormwater management practices. Utilize grants and other funding mechanisms to provide financial incentives for implementing stormwater management practices. Expand the availability of educational materials, workshops, and network of resources for promoting stormwater management. Support scientific research and methods that promote minimal impact stormwater techniques that use natural drainageways and vegetated soil surfaces to convey, store, filter, and retain storm water onsite while mimicking the natural hydrology of a site. Develop public and private drainage solutions that incorporate effective stormwater management and erosion & sediment control.
2. **Shoreline Buffers** Provide technical assistance and onsite guidance to enable landowners to implement natural shoreline practices. Utilize grants and other funding mechanisms to provide financial incentives for implementing natural shoreline practices. Expand the availability of educational materials, workshops, and network of resources for promoting natural shoreline practices.
3. **Wetland Protection** Provide leadership in administration of WCA.
4. **Land Use & Development** Offer educational opportunities for area contractors and professionals. Provide leadership in developing land use Ordinances that are outcome based. Measure Impervious Surface Coverage. Measure phosphorus inputs from land use activities and promote no net increase in phosphorous from development activities. Encourage common sense mitigation measures, such as shoreline buffers and stormwater management for Variances granted to the Land Use Ordinance. Maintain contact with network of local contractors, developers, realtors, consultants, and other professionals. Promote conservation easements. Identify sensitive shorelines. Private forest management.
5. **Measure Water Quality Data & Assess Trends:** Assess water quality trends and impairments. Promote water quality monitoring amongst local lake association volunteers, students, and others. Work with MPCA, Environmental Laboratories, and others to determine future water monitoring and assessment needs.
6. **Agricultural Best Management Practices** Promote manure/nutrient management plans for livestock producers. Promote pasture management and encourage rotational grazing plans. Promote conservation drainage practices, including data driven solutions that rely on LIDAR/GIS, culvert inventories, etc. Promote BMPs such as buffer strips, cover crops, residue management, and sedimentation basins to prevent soil loss and reduce erosion. Promote targeted agricultural BMP implementation, both within the specific landscape and also watershed wide.





Crow Wing Soil and Water Conservation District

322 Laurel St. Suite 13 • Brainerd, MN 56401

Community Centered Runoff Mini-Grant Program 2
APPLICATION

Priority Concern 3: Ground Water

1. **Septic Maintenance & Inspection** Encourage landowners with septic systems to have their systems accessed for maintenance every three years. Provide leadership in administration of the Minnesota septic rules (Minnesota Rules Chapter 7080). Assist small communities in identifying potential centralized wastewater treatment options where applicable. Provide landowners with information on available financial assistance for septic system upgrades. Work with MPCA to conduct assessment of current and potential sites for land application of septage.
2. **Testing for Nitrates & Other Contaminants** Coordinate regular nitrate testing opportunities. Work with the Pollution Control Agency, Department of Agriculture, and other agencies to analyze long term groundwater monitoring data. Make nitrate and groundwater information readily available to the public.
3. **Wellhead & Drinking Water Source Protection** Participate on local Wellhead Protection Planning teams. Integrate Wellhead Protection Priorities into water plan implementation strategies. Provide educational opportunities to non-community water sources and well owners about the importance of wellhead protection. Promote agricultural BMP's that reduce the potential for groundwater contamination such as irrigation, fertilizer, and herbicide management. Integrate the County Geologic Atlas into wellhead protection and water planning efforts.
4. **Sealing of Unused / Abandoned Wells** Identify unused / abandoned wells, especially in sensitive groundwater areas. Offer incentives to seal unused / abandoned wells.
5. **Solid & Hazardous Waste Disposal** Provide citizens with information on the importance of recycling and solid waste management. Promote proper disposal of household hazardous waste, electronic waste, and petroleum products. Promote product stewardship for properly disposal of various types of solid and hazardous wastes as well as materials management which focuses on the economic value in waste recovery and recycling in addition to environmental protection.



This project is funded
by the Clean Water, Land,
and Legacy Amendment,
Clean Water Fund



Brainerd City Council Agenda Request

SPW
#4
Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Improvement 16-07 - Utility Extension Petition and Feasibility Report

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 10 5 minutes
Summary of Issue: At the last Council meeting, the Council accepted a petition for the utility extension in the vicinity of Jordan Road to serve an undeveloped parcel that is located between Jordan Road and Hassie's. The Council also accepted a proposal from SEH to perform prepare the feasibility report.	
Alternatives, Options, Effects on Others/Comments: SEH will be meeting with City staff on the afternoon of June 3rd to review the feasibility and provide direction on it's completion. It is staff's hope that we will be able to present the document to the Safety and Public Works Committee on the 6th and request the adoption of a resolution receiving report and proceeding to the next step of the process, which will depend on which option is being recommended and accepted.	
Recommended Action/Motion: TBD	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

SPW #5
Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Airport Utility Connection Processes and Procedures

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 10 5 minutes
Summary of Issue: This item is on the agenda for informational purposes and as a status report on the establishment of processes and procedures for utility connections at the airport. Staff from the City and BPU have met and prepared some draft procedures that we want to discuss with the Airport Manager and the Airport consultant prior bringing back to the Council.	
Alternatives, Options, Effects on Others/Comments: Staff hopes to have recommended processes and procedures for the Council's review at one of the next couple of meetings.	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

SPW
6
Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Transit Operating Policy Update

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: Over the past year, with the inclusion of the Pine River service, the implementation of Routematch, and operational issues arising that require policy clarification, Andy Stone, our Transit Coordinator, prepared the attached draft amendment to the Operating Policy to provide those clarifications.	
Alternatives, Options, Effects on Others/Comments: The draft operating policy was reviewed, line item by line item, at the joint meeting of the city and county advisory committees on April 21st. At the conclusion of the review, there was a unanimous recommendation that the operating policy amendments be adopted.	
Recommended Action/Motion: Staff is recommending that the Council adopt a motion to adopt the City of Brainerd - Crow Wing County and the City of Pine River Public Transit Operating Policy as amended.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

**CITY OF BRAINERD – CROW WING COUNTY
AND THE CITY OF PINE RIVER
PUBLIC TRANSIT OPERATING POLICY**

1.01 INTRODUCTION

This document outlines specific service standards for the operation and management of the Brainerd & Crow Wing Public Transit service. These standards have been developed through the review of previous service guidelines, present service capacities, and previous experience with the provision of transportation services for persons with a disability, and the Americans with Disabilities Act of 1990 transportation final rule. The following are only basic service standards. More detailed operating procedures may exist with regard to specific protocol for employee management issues, accident/emergency management, fiscal accountability and other operational matters.

2.0 SERVICE STANDARDS

2.1 GENERAL INFORMATION

2.1.1 Service Availability: Passenger pick-ups will occur between the hours of 8:00 a.m. and 4:30 p.m. There will be limited service for passenger pick ups as early as 7:15 a.m. for prearranged and subscription service. There shall be no service on Saturdays, Sundays, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Thanksgiving Friday and Christmas Day.

2.1.2 Service Area: It shall be the intent and design of the transit system to provide limited transportation service to eligible riders throughout Crow Wing County. The City of Brainerd shall provide services within the corporate limits of the City of Brainerd and extending under contract to the City of Baxter. Services extending beyond the city limits of Brainerd and Baxter shall be subject to the review of Crow Wing County. The City of Brainerd shall also provide contractual services to the City of Pine River whose service design and fares shall be determined by the City of Pine River.

2.1.3 Fares: Each fare is applicable to one-way complete trip. Once the passenger disembarks from the vehicle, or arrives at a destination, one trip is completed. Upon entering the same vehicle again, a new trip commences and the passenger will be required to pay a new fare. It shall be the responsibility of the driver to make certain that customers pay all fares and that customers insert all fares into the fare box. Passengers are responsible for having exact change, token or ride ticket. Drivers are not to make change, extend credit or allow free rides. Addendum has current fares. Ride tickets and tokens may be purchased at Brainerd City Hall, 501 Laurel Street. Ride tickets may also be purchased from transit drivers.

2.1.4 Same Day Reservations: Trip requests for same day service will result in a double fare charge on all trips that day. Requests of the driver for scheduled trip changes are double fare.

~~(Move to 2.1.3 above) Ride tickets and tokens may be purchased at Brainerd City Hall, 501 Laurel Street. Ride tickets may also be purchased from transit drivers.~~

2.1.5 Fare Payment: It is the responsibility of the passenger or passenger's companion to properly pay each one-way trip fare by means of cash, ride ticket or token. The smallest coin accepted is a quarter. Failure to properly adhere to the fare requirements may result in denial of a ride.

2.1.5.1 Ticket Responsibility: It is the responsibility of each rider to manage his/her ride tickets or tokens. The public transit drivers and support staff shall not be responsible for managing passenger tickets or tokens.

2.1.5.2 Prepayment & Refunds: There shall be no advance payment of fares without a special contract arrangement. No Refund of fares shall be provided.

2.1.6 Fare Box Policy: All buses are equipped with cash vaults that require two keys. Key "A" is used to remove the vault from the bus, Key "B" is used to open the vault and remove the cash.

Passenger will deposit all cash, checks, tokens or vouchers directly into the fare box. Drivers are not to make change. After drivers complete their assigned routes they are to report to City Hall or other area designated by the Transit Coordinator. The driver will use key "A" to remove the vault from their bus. The vault is then delivered to the Fiscal Clerk (City Administration office). The Fiscal Clerk (City Administration office) unlocks the vault with key "B", removes the money and places it in a bank bag with the driver's name, daily tally sheet.

The funds placed in separate bank bags are counted daily and reconciled against RouteMatch, the tally sheet. Any discrepancies between driver tally sheets and actual funds are brought to the attention of the Transit Coordinator immediately. The daily receipt tapes and money are kept in the City Administration office until the deposit is made. After making the deposit, the original bank receipt is returned to the City Administration Office. Bank statements are reconciled by the City Administration Office.

2.1.7 School Transportation: Transportation to or from school (grades K-12) and/or school related activities are generally the responsibility of the school district.

2.1.8 Program Evaluation: Operating statistics will be generated and reported to the Transportation Committees and the Governing Bodies upon request.

2.2 TRIP RESERVATION PROCEDURES

2.2.1 Brainerd & Crow Wing Transit Phone # 825-7433 (866)925-7433

When requesting service, give the dispatcher your name, origin address, destination address, desired pick-up times and any other details related to the ride including; special assistance requirements. Return trip requests should be called into the office by the passenger. Whenever practical the return trip should be scheduled in advance. Only as a last resort should the passenger ask the bus driver to relay a message about a ride request.

When boarding a bus, the driver may verify that the passenger has scheduled a return trip. The passenger is responsible to reserve the return trip with the dispatcher, and confirm the pick-up time with the driver prior to the passenger disembarking.

2.2.2 Advance Notice: Dial-A-Ride trips can be scheduled up to 45 days in advance.

2.2.3 Dispatch Hours: All trip reservations and changes must be placed with the dispatcher who will take reservation calls between the hours of 7:30 7:00 a.m. and 4:30 p.m., Monday through Friday. No appointments will be taken on Saturdays, Sundays or Holidays.

2.2.4 Service Requests: Requests for service must be placed with the dispatcher on the day prior to the desired trip. Service requests for same day service will be accommodated based on the availability of buses within the system. ~~Requests for service outside the city limits of Brainerd and Baxter should be made 48 hours in advance.~~

2.2.5 Shared-Ride System: The City of Brainerd and Crow Wing County transit service operates on a "shared ride" basis. Shared Ride means that all trips will be coordinated to carry as many passengers as possible as inexpensively as possible, e.g.: As many as ten people (or more) could be included in one ~~tour~~ trip, depending on the pick-up and drop-off points.

2.2.6 Scheduling: When the reservation call is made, the dispatcher will attempt to fit the desired pick-up or drop-off time into an existing ~~tour~~ trip. If there is a similar trip origin/destination at an earlier or later time, the dispatcher will offer an alternate pick up time to the person, 15 minutes earlier or later than the pick-up time requested. All attempts shall be made to provide service within a period of 45 minutes of the time requested.

2.2.7 Scheduling Limitations: Every practical effort will be made to schedule trip requests at the specific time desired. However, due to system capacity and operational matters, it may not always be possible to meet all trip requests. In such cases, an effort will be made to arrange an alternative travel time which is mutually agreeable to the passenger.

2.2.8 Subscription Trips / Standing Orders: Same time, same origin/destination trips are eligible for Subscription status. Subscription service is limited due to capacity constraints. Those passengers who register for subscription service may receive scheduling priority. Subscription service will be issued to passengers on a "first come, first served" basis. Subscription service may be at a premium fare.

2.2.9 Group Travel: Whenever transportation is being scheduled for more than three persons to be picked up at the same location or traveling to the same location it will be defined as a group. When scheduling service for a group, the dispatcher must be given status of each passenger, i.e. wheelchair or ambulatory. This information is vital for vehicle capacity purposes.

2.3 PICK-UP AND TRAVEL PROCEDURES

2.3.1 Passenger Preparedness: Passengers must be readily prepared (coat on, packages together, in the lobby, etc.) to leave ~~40 minutes prior to~~ at the scheduled pick-up time. There shall be a maximum wait for passengers of 3 minutes for boarding. Passengers should allow 15 minutes to pass beyond their pick-up time before calling the dispatcher to inquire about their ride.

2.3.2. Driver Assistance: This transit service is designed to be a "curb to curb" service as opposed

to a “door to door” service and drivers are discouraged from backing up the bus. Generally, Riders are expected to be in an accessible area for the bus (curb side or end of driveway). However, when conditions allow, drivers will assist passengers to and from buildings. The driver will also assist the passenger onto the vehicle. Drivers are prohibited from crossing the threshold of a doorway to enter a passenger’s home, other than what may be necessary to push a wheelchair through the doorway. In no instance shall a driver lose sight of his/her vehicle.

2.3.2.1 Personal Care Attendant: Passengers who are unable to independently conduct or care for themselves must have a Personal Care Attendant or companion present to assist the passenger. The driver, after first receiving approval from the dispatcher, shall have authority to deny the passenger the scheduled trip if a personal care attendant is not present and is required. A Personal Care Attendant (PCA) may accompany a rider at no additional charge. However, you must notify the transit dispatcher when your trip reservation is made that you need a PCA to travel with you.

2.3.3 Use of Wheelchair Lift and Securements: The driver will always operate the wheelchair lift and will keep the passenger under surveillance at all times. Passengers who use a lift will be assisted onto and off the lift by the driver. Powered chairs will be loaded onto the lift with the weight closest to the bus. Passengers will be secured with the wheelchair tie downs in accordance with manufacturer and State & Federal requirements. Drivers may assist with fare handling if asked to do so by a person with a disability.

2.3.3.1 Mobility Aids: All common mobility aids shall be transported and properly secured. A common mobility aid does not exceed 30 inches in width and 48 inches in length (measured two inches above the ground) and does not weigh more than 600 pounds when occupied. Vehicles may not be able to accommodate mobility aids exceeding these standards. The transit service may require a certified weight, which would be obtained at the cost of the rider.

2.3.4 Seat Belts: State law requires that bus drivers and passengers wear seat belts at all times while the vehicle is in operation. Passengers are required to remain seated with seat belt fastened until vehicle stops at the rider’s destination. It shall be the passenger’s responsibility to use the seat belt and request any assistance if necessary.

2.3.4.1 Child Seats: It is the responsibility of the legal parent or guardian to provide child restraint devices. It shall also be the responsibility of the parent or guardian to secure such child in said restraint and to remove child from restraint. The driver shall not be responsible for assisting with securing or removing a child from a restraint nor shall the driver be responsible for securing or removing the restraint itself.

2.3.5 Packages: Riders may bring up to four paper grocery-size bags or the equivalent. Items carried on to the bus such as groceries, packages, backpacks etc., must remain with the passenger at all times and may not obstruct the aisle or wheelchair securement areas. Drivers are allowed to carry a total of two packages. Passengers/Companions are expected to assist the passenger and/or the driver with packages.

2.3.5.1 Hazardous or Oversized Items: Transport of materials classified as hazardous is prohibited. These may include but are not limited to the following: acids, combustible liquids, compressed gases, explosives, fireworks, flammable liquids, furniture, hazardous materials and

materials with a disagreeable odor. Protruding or oversized items are also prohibited.

2.3.6 Pets: 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.

2.3.7 Gratuities: Accepting tips, gifts or gratuities and solicitation of any kind while on duty or upon city property is not permitted. Passengers wanting to reward an employee with a gift or tip will be told that it is against city policy. Small unsolicited gifts such as baked goods or candy that would typically be given during a holiday season are acceptable.

2.3.8 Route Changes: Drivers shall take the most time efficient route to the destination. The driver cannot change a route or make detours upon passenger request without first informing the dispatcher and receiving authorization.

2.4 PASSENGER CONDUCT & RESPONSIBILITY

- **PLEASE SEE RIDER SAFETY/BEHAVIOR GUIDE FOR ADDITIONAL INFORMATION.**

2.4.1 Intoxicated Passengers: No person who appears noticeably intoxicated shall be permitted to board a vehicle, nor shall any person be allowed to consume intoxicating beverages while on a public transit vehicle. If an intoxicated person succeeds in boarding a vehicle, he/she may be permitted to ride, but if he/she becomes incapacitated, displays inappropriate or unsafe behavior toward other passengers or the driver, law enforcement will be notified and the individual may be removed from the vehicle. The dispatcher shall be responsible for notifying law enforcement and will document all such incidents.

2.4.2 Passenger Personal Hygiene: The Brainerd-City Bus service may deny rides to passengers who emit foul odors which reasonably annoy other passengers and the drivers. Odors may include but are not limited to scents related to unlaundered clothing, lack of bathing, animal related odors, and excessive perfumes.

2.4.3 Disruptive Passengers: Brainerd & Crow Wing Public transit reserves the right to deny entrance into a vehicle if the passenger appears disorderly or leads the driver to conclude that the passenger will exhibit disruptive behavior that would pose a safety threat not only to the driver but also the passengers. Bus drivers shall notify the dispatcher when entry has been denied. The dispatcher shall document such incidents and notify law enforcement when appropriate.

2.4.4 Criminal Activity: All passengers are expected to be orderly and courteous while using the service. Persons who intentionally interfere with or obstruct the operation of a transit vehicle may be charged in accordance with MS 609.855 and other applicable laws. Other prohibited activities punishable under the law and resulting in the possible loss of riding privileges may include;

(1) Operates a radio, television, tape player, electronic musical instrument, or other electronic device, other than a watch, which amplifies music, unless the sound emanates only from earphones or headphones and except that vehicle operators may operate electronic equipment for official

business;

(2) Smokes or carries lighted or electronic smoking paraphernalia;

(3) Consumes No food or beverages, except when authorized by the operator or other official of the transit system; authorized by the operator or other official of the transit system;

(4) Throws or deposits litter;

(5) Carries or is in control of an animal without the operators consent. (reference 2.3.6)

(6) The discharge of a firearm at or in any portion of a public transit vehicle or facility is a felony offense.

(7) MN STATUTE 624.714: A transit rider may conceal and carry a handgun with a permit to carry, but may not discharge a firearm on any transit vehicle which is considered a felony offense.

2.4.4.1 Unlawful Interference: Whoever intentionally commits an act that interferes with or obstructs, or tends to interfere with or obstruct, the operation of a transit vehicle is guilty of unlawful interference with a transit operator and may be sentenced to imprisonment and/or fines.

2.4.5 Canceled Trip Notification Requirement: A scheduled trip will be considered canceled if dispatcher notice is given prior to the bus en route for the trip thus allowing being dispatched to allow the vehicle to be rerouted for another rider. A cancellation made after the bus is en route ride has been dispatched will be considered a no-show as described in Section 2.4.6 2.3.7 below.

2.4.6 No-Show Policy: The bus will arrive within a pickup time window of zero minutes before to 30 minutes after the scheduled pickup time (reference 2.3.1). A no-show occurs when an individual misses his or her scheduled pick up time window or does not give sufficient cancellation notice (reference 2.4.5 2.3.6 above) such that it does not allow the vehicle to be rerouted. If a passenger is not ready to board the bus, the driver will notify the dispatcher and wait three minutes and then leave. This wait time is both gps and time stamped via electronic recording. Events beyond the individuals control (i.e. the vehicle being more than 45 minutes late, the vehicle being more than ten minutes early, or other events which makes it impossible for the individual to be ready for their pick up at their scheduled time) will not be considered a no-show. After 3 no-shows in a period of 90 days from the date of the first no-show, the individual will be suspended from the service for 30 days.

2.4.6.1 Appealing a No-Show Procedure: If an individual receives a no-show and feels it was not justified, the no-show may be appealed. The Brainerd and Crow Wing Transit system provides administrative due process to any individual who wishes to appeal a no-show.

For each no-show the individual will receive written notice from the transit office explaining that a no-show has been given.

The individual receiving a no-show has 10 days from receipt of the written notice to notify the

Transit Coordinator that they wish to appeal the no-show. The appeal needs to be in writing or in person. The Transit Coordinator will reply to the individual within 10 days of receipt of the appeal notice to make a determination of the validity of the no-show and respond to the individual in writing.

If the decision of the Transit Coordinator is not satisfactory, it may be appealed to the respective Transportation Advisory Committees of the City of Brainerd and/or Crow Wing County in writing or in person at the Transit Office.

The Transportation Advisory Committee will either uphold or overturn the suspension. Following review by the TAC 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.

A person appealing a no show which would result in a suspension will be allowed to continue the use of the Dial-A-Ride service pending the outcome of the appeal process.

3.0 COMMENTS/COMPLAINTS

The Brainerd and Crow Wing Public Transit system is committed to providing exceptional service and maintaining high standards within the transit System. All comments and complaints will be handled in a professional manner. Complaints will be documented in the transit office on a complaint form and will be followed up on in a timely manner.

4.0 INTERAGENCY AGREEMENTS

Brainerd & Crow Wing Transit are committed to providing and maintaining the current level of transit services to its citizens. The governing bodies reserve the right to terminate any and all cooperative agreements for services that are determined to adversely affect its residents.

5.0 EMERGENCY/INCLEMENT WEATHER SERVICE INTERRUPTIONS

From time to time it may be necessary to cancel service due to unforeseen circumstances. These decisions may be made by the Transit Coordinator, City Engineer and Contract Operator. It shall be the responsibility of all staff to keep the Dispatcher and/or Transit Coordinator advised of deteriorating road conditions that may pose serious safety risks.

6.0 BUS CAMERA POLICY

All buses are recording audio and video. There is a public notice placed in all of the buses stating that cameras are in use. The recording will be viewed by the Transit Coordinator or designee on a periodic basis and when there are reported incidents on the bus. The recording will be preserved for viewing up to 48 hours before it is recorded over. All incidents must be reported to the Transit Coordinator immediately. Transit will save incidents that are recordable to law enforcement agencies and MnDOT until the file is closed. The Transit Coordinator will consider written requests for viewing up to 48 hours after the incident. All viewing of recorded incidents will take place in the Transit offices once prior arrangements have been made with the

Transit Coordinator.

Updated 6/8/2015
Transit Coordinator

Brainerd & Crow Wing Public Transit and Pine River Service

Addendum to Operating Policy

FARES for trips scheduled in advance (same day service requests are double fare)

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Inside Corporate City Limits of Brainerd and Baxter

Brainerd to Brainerd = \$1.00

Brainerd to Baxter = \$2.00

Baxter to Baxter = \$2.00

Baxter to Brainerd = \$2.00

Brainerd/Baxter Express Bus = \$1.00

Crow Wing County Service Areas

County Origin and/or Destination = \$3.50

County Dial-a-Ride in Crosby & Pequot Lakes = \$2.00

Pine River; Cass County

Inside Corporate City Limits = \$1.00

Up to 3 miles Outside Corporate City Limits = \$2.00

Pre-Paid Fare

Token = \$1.00

Ticket/Pass = \$10.00

Updated 1/1/2016
Transit Coordinator



Brainerd City Council Agenda Request

^{SPW} 7
Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: City Code Section 820

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: Attached is a copy of Section 820 of the City Code related to the placement of public phone booths within a city right of way.	
Alternatives, Options, Effects on Others/Comments: We have not received any inquiries about new phone booths in over 25 years and those that did exist back in the 80's and early 90's have been removed by their owners. In staff's opinion, this section of the code is no longer necessary because it regulates a use that there is absolutely no demand for.	
Recommended Action/Motion: Staff is recommending that the Council consider an ordinance amendment to delete Section 820 from the City Code.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

Section 820 – Public Phone Booths

820.01 General Rule. No person may install or maintain any telephone booth on a public street or highway in the City without obtaining a permit so to do.

820.03 Permit. Any person desiring to obtain a permit to maintain a telephone booth on any street or highway, shall make application therefor to the City Engineer. The application shall state the proposed location of the booth, its size, contain an undertaking to maintain same in an orderly condition according to the requirements of the City Engineer and an agreement to remove the booth or booths on direction of the Council.

820.05 Inspection: Procedure. The City Engineer shall examine the proposed location of the booth, and if satisfied that the maintenance of a booth at the proposed site or sites will not constitute a hazard or obstruction to traffic, shall refer the application to the City Council, together with his recommendation. The Council shall by resolution, grant or deny the application.

820.07 Bond. Before a permit is issued under this Section, the applicant shall post or maintain with the Clerk-Treasurer, a bond or policy of public liability insurance in the amount of at least \$25,000, approved as to form and content by the City Attorney, and conditioned substantially as follows: (1) that the applicant will indemnify and save harmless the City, its officers and agents and employees from any and all loss, costs, damages, expense or liability which may result from or arise out of the granting of such permit or maintenance of the telephone booth; and (2) the applicant will pay any and all loss or damage that may be sustained by any person as the result of or which may be caused by or arise out of such installation or maintenance. The bond or policy of insurance shall be maintained in its original amount by the applicant at his expense at all times during which the permit is in effect. Where applicant applies for a permit or permits for more than one telephone booth, such bond or policy of insurance shall be deemed to cover all telephone booths installed and maintained by the applicant. The bond or policy shall be of a type by which coverage shall automatically be restored immediately after the occurrence of any accident or loss from which liability may hereafter accrue.



Brainerd City Council Agenda Request

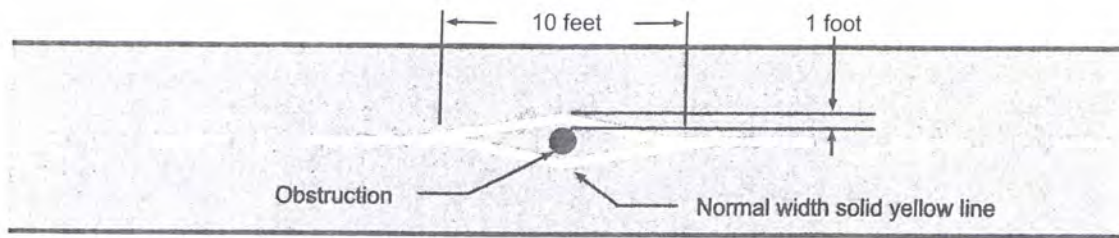
SPW
#8

Agenda Item #

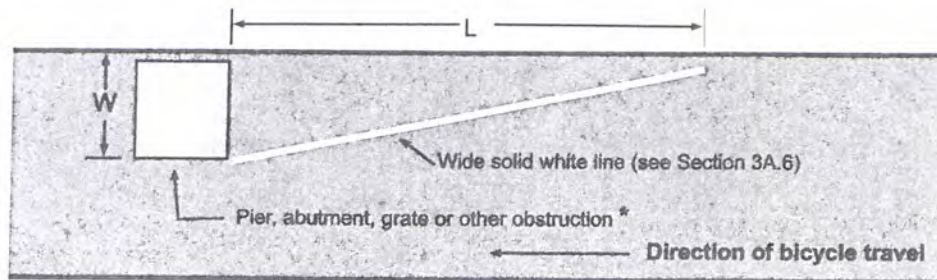
Requested Meeting Date: June 6, 2016

Title of Item: Bicycle Safety

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: On May 23rd, there was a crash between a car and bicyclist on the 900 block of Oak Street which resulted in serious injuries to the bicyclist. According to the statements of witnesses and officers, the bicyclist exited the gas station parking lot in a SE direction into the west lane of traffic directly in from the the vehicle without looking and is believed to have caused the crash. The vehicle driver simply could not avoid the bicyclist. The crash resulted in an urgency being expressed by members of the WBCC to improve bicycle safety through painting sharrows on signed bike lanes throughout the city.	
Alternatives, Options, Effects on Others/Comments: Attached is a copy of a standard detail for sharrows and a map of the city's bicycle corridors. The routes highlighted in orange are under county jurisdiction, so pavement markings on those roads would need to be approved by the County and may need to be painted by the county. The routes under city jurisdiction are highlighted in yellow and encompass about 100 blocks of streets. The standard marking spacing is 2 per block on each side of the street, or to mark our system, about 400 symbols. We hope to have an estimate of time and cost available for the committee at the meeting on the 6th.	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



A - Obstruction within the path



B - Obstruction at edge of path or roadway

$L = WS$, where W is the offset in feet and S is bicycle approach speed in miles per hour

* Provide an additional foot of offset for a raised obstruction and use the formula
 $L = (W+1) S$ for the taper length

Figure 9C-8 Examples of Obstruction Pavement Markings

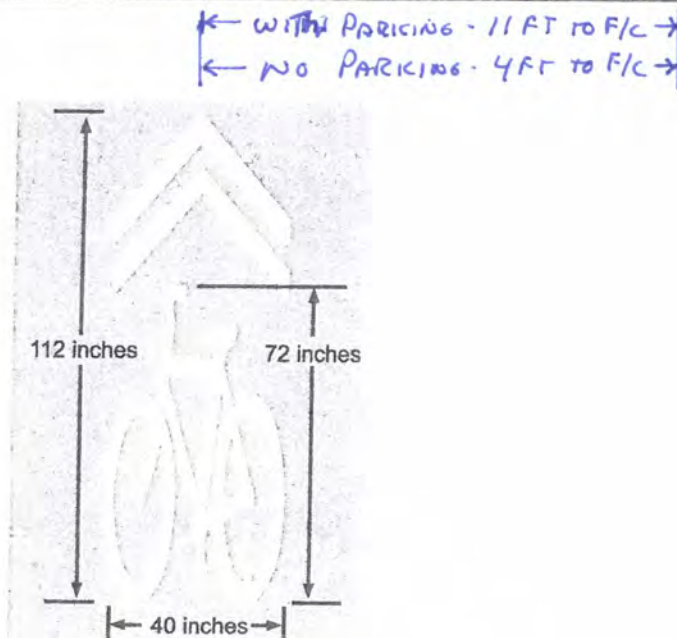
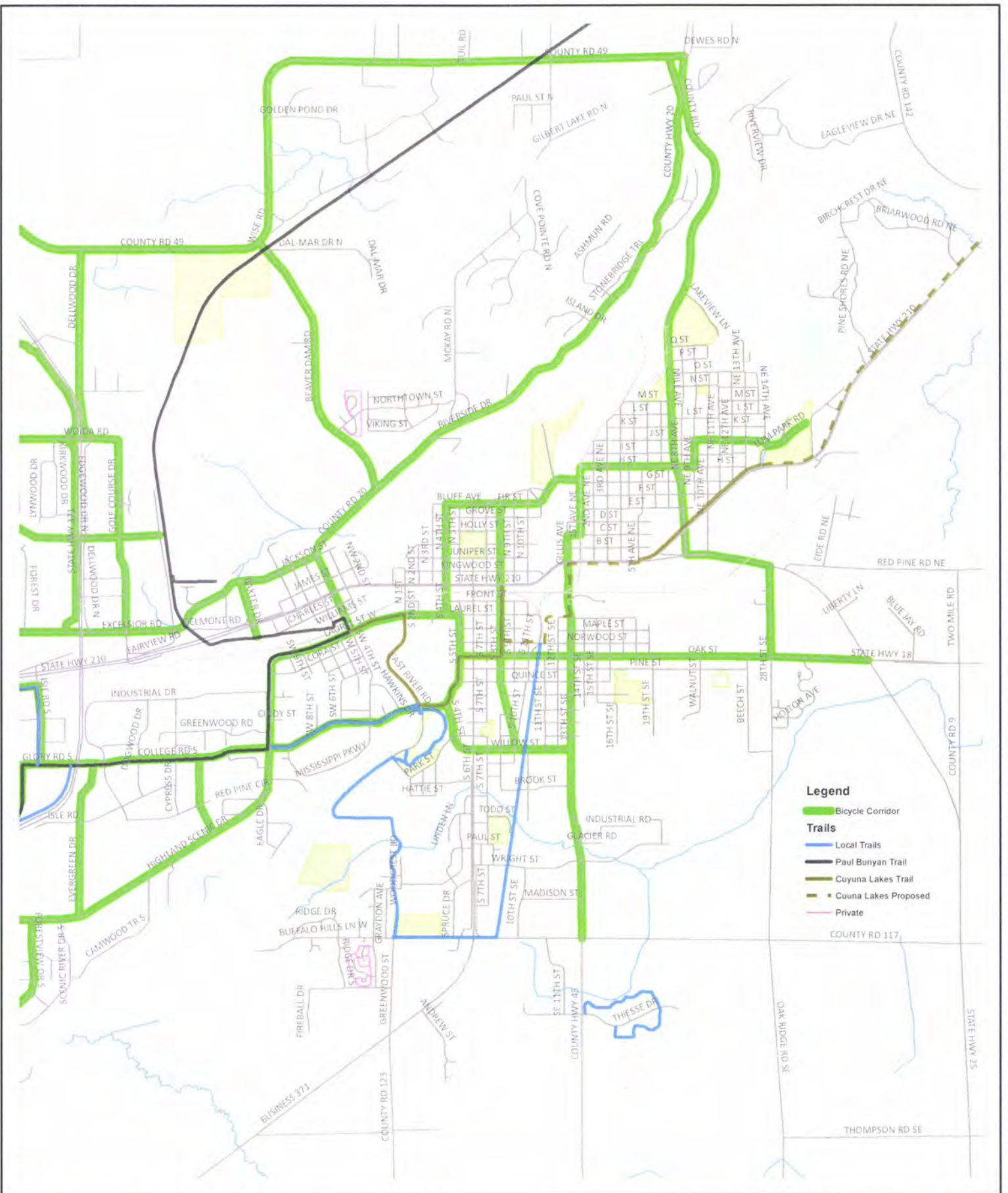
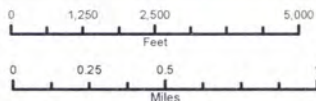
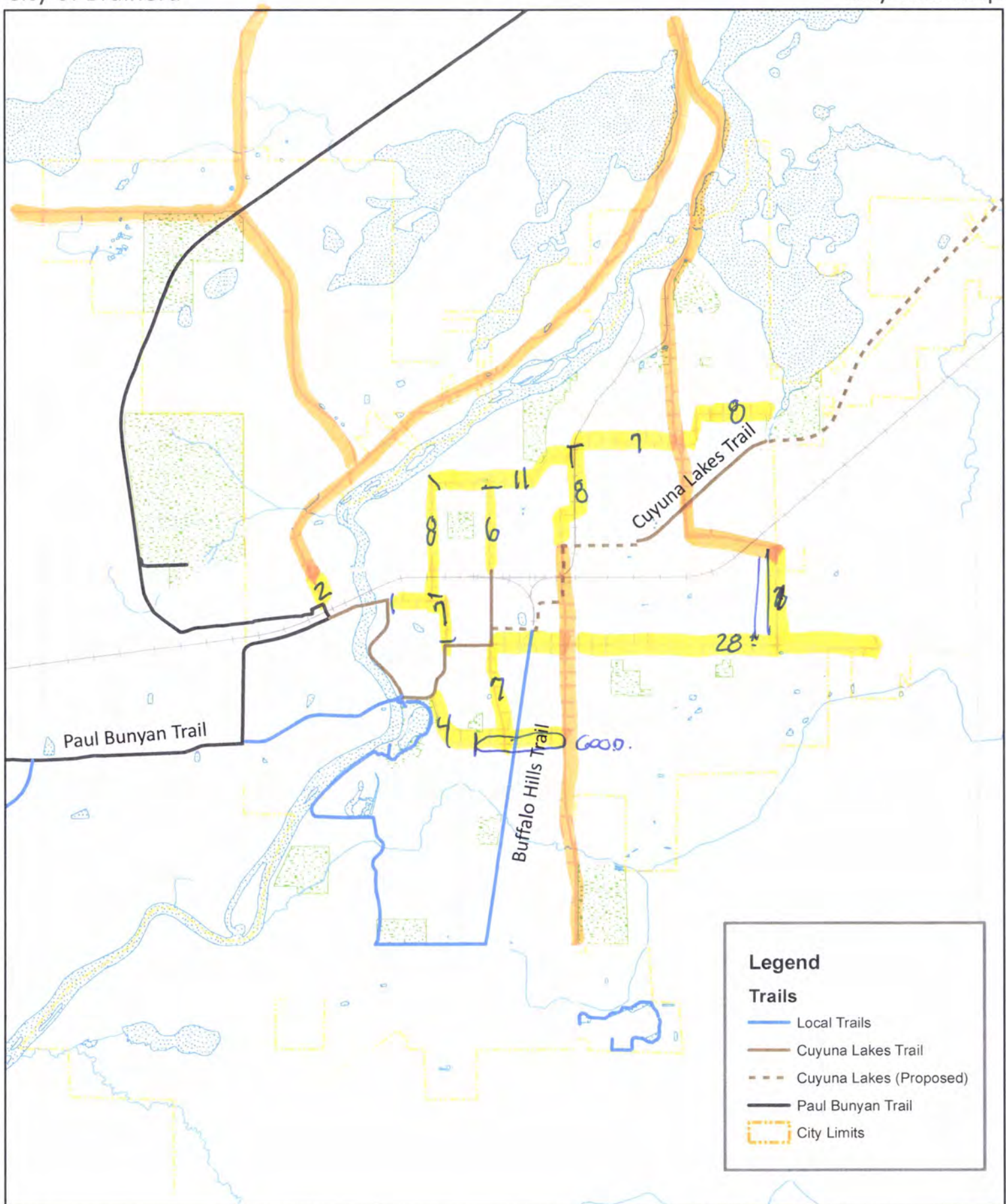


Figure 9C-9 Shared Lane Marking





Disclaimer: This map is intended for reference purposes only and is not a legally recorded map nor survey. The City of Brainerd shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statute 466.03 Subd 21.



Aug 2013



Brainerd City Council Agenda Request

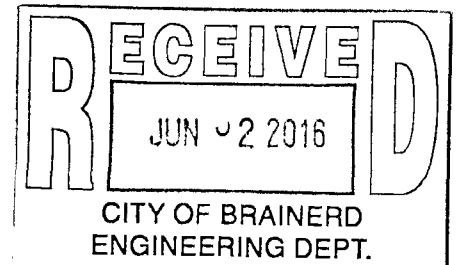
SPW
#9

Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Event Application - Jaycees Street Fest 2016

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: An application was submitted for the annual Street Fest, which is scheduled for the last weekend in July. We have not had time to distribute the application for department comments. Staff will collect comments and present a recommendation at the committee meeting.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Adopt a motion to approve the application subject to the conditions presented.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No Please Explain:	



Street Closure, Special Event And Festival Application

Brainerd, Minnesota

Thank you for your interest in organizing a special event in Brainerd. The City is home to numerous cultural, community, and recreational events. These events are integral to our sense of community, and they play an important economic role by increasing tourism, generating downtown foot traffic, and fostering a festive atmosphere within the City. We look forward to working with you to help make your event a success.

All special events and festivals that require significant logistics planning between City departments or are requesting a street closure must submit this application to the City Administrator's Office at least thirty (30) days prior to the event. Event planners are encouraged to submit their applications as early as possible. City Council must approve all street closure requests, and additional licenses and permits may also be required, as outlined in part III of this application.

For questions, please contact the City of Brainerd Engineering Office at:

501 Laurel Street
Brainerd, MN 56401
Phone: (219) 828-2309
Email: engineering@ci.brainerd.mn.us

Application for a Street Closure, Special Event and Festival Permit

PART I: GENERAL INFORMATION

Name of the event: Street fest 2016

Date(s) of the event: July 29-30th

Time of event (setup to breakdown): Setup 3pm on 29th, Breakdown on 30th at 12:00 AM

Location: Historic Downtown Brainerd

Estimated number of attendees: 1,000+ over two days

Organizer Information

Organizer's name (Please print): Brainerd Jaycees

Organizer's address: P.O. Box 384

Event contact person: Toni Bieser, Cory Jay

Event contact daytime phone number: (h) N/A (w) N/A (c) 218-861-5737 - Cory ^{661-587-2938 - Toni *}

Event contact persons e-mail address: brdstreetfest@gmail.com

Contact name and phone number to be used on the day of the event:

(h) _____ (w) _____ (c) 218-861-5737 - Cory ^{661-587-2938 - Toni}

For Profit/Nonprofit status (type): Nonprofit

Applicant Information, if different from the event organizer:

Applicant name (Please print): _____

Applicant address: _____

Applicant's telephone number (h) _____ (w) _____ (c) _____

Event contact e-mail address: _____

Description of Activities

Brief description of the activities planned during the event: Friday July 29th
From 3pm - 12am - Wing Competition, games, Pro Event starts, music
Sat. July 30th - backyard BBQ, downtown walking tour, games, music

If a parade, please describe the proposed route with the assembly and dispersal locations and attach a map: No Parade

Site Information

Electrical usage?

Yes ☒ No ☐

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

We will be using power drops built by Brainerd Jaycees
and will coordinate w/ water & lights for any needs

Amplified sound?

Yes ☒ No ☐

Description of any recording and sound amplification equipment to be used in your event and the times:

Pro sound Equipment by Silent Partner Prod. Friday July 29th
8pm - 12am Saturday July 30th 12 Noon - 12am (speakers face East)

Restrooms provided?

Yes ☒ No ☐ How many? 30 +

A ratio of 1 restroom for every 100-150 people is recommended. handicaps

Company contracted for restrooms: Blakeman

If restrooms are provided by neighboring property(s) please submit the location and the property owner's signature to verify that approval has been granted.

Sign, banners, and posters/flyers?

Yes ☒ No ☐

Locations and descriptions: small signs on street corners

Trash Disposal?

Yes ☒ No ☐

Company contracted for trash disposal: Missouri Sanitation

Event Layout and Street Site Map

Yes ☒ No ☐

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

Area Notification

Please describe your plans to notify property owners, tenants, and/or businesses within 300 feet of the event or festival site prior to City Council meeting.

Notice will be posted in establishments downtown, Notice will be delivered July 1 for parking closures & every day for one week prior to event

PART II: STREET CLOSURE REQUEST

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

Throughout all events, businesses should be reasonably accessible to the general public. If a business's entrance is blocked by the event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access. If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the road of the proposed closure. All street closures must be approved by City Council.

Please describe the name and sections of the streets for which you are requesting temporary closure (e.g. "South 7th Street between Maple Street and Front Street").

Parking lot on front street, front street 7th st. to laurel, ~~at~~ front st. to 10th, 8th st. to laurel, 9th st. to laurel, 10th st. to laurel

Time and date for beginning of street closures: July 29th 3:00pm

Time and date for reopening of streets: Sunday July 31st @ 12:00am

Please describe your plans to notify property owners, tenants, and/or businesses along the affected route of the proposed street closure within 300 feet prior to City Council meeting. The City will supply you with a Notice of Hearing flyer to use in notification that lists the necessary information.

Hand deliver Notifications to all 3 weeks prior & Parking Notifications Every day 1 week prior to event start date

Failure to notify property owners and tenants in street closure areas will result in revocation of street closure permit.

Please describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along the downtown sidewalks). Additional pages or proposed layouts may be attached.

All sidewalks will be open plus layout will have minimal impact to residents and businesses

PART III: CONTACTS, PERMITS, AND FEES CHECKLIST

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

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

Contact Information:

Administrator's Office:	(218) 828-2307 E-MAIL admin@ci.brainerd.mn.us
Engineering Department:	(218) 828-2309 E-MAIL engineer@ci.brainerd.mn.us
Commissioner of Revenue:	(651) 282-5225 E-MAIL www.taxes.state.mn.us
Parks and Rec. Department:	(218) 828-2320 E-MAIL parks@ci.brainerd.mn.us
Planning Department:	(218) 828-2309 E-MAIL planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 E-MAIL police@ci.brainerd.mn.us
MN Department of Health	(320) 223-7300 E-Mail www.health.state.mn.us
MNDOT – Baxter Office	(218) 828-5700 E-Mail www.dot.state.mn.us

PART IV: HOLD HARMLESS AGREEMENT AND INSURANCE INFORMATION

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

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

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

PART V: SIGNATURE OF EVENT APPLICANT

I attest that the above information is true and accurate and I have signed this application on behalf of the Applicant. I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.



Signature of the Event Applicant

6/2/16

Date submitted to the City

Toni Bieser

PRINT NAME

Event Chair

Event Applicant Title

PART VI: FOR OFFICIAL USE ONLY

Departmental Sign-Offs Required

	Approval Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Depart.	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks and Recreation	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Certification of Street Closure Approval

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

Special Event/Festival Application and Permit Approval

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

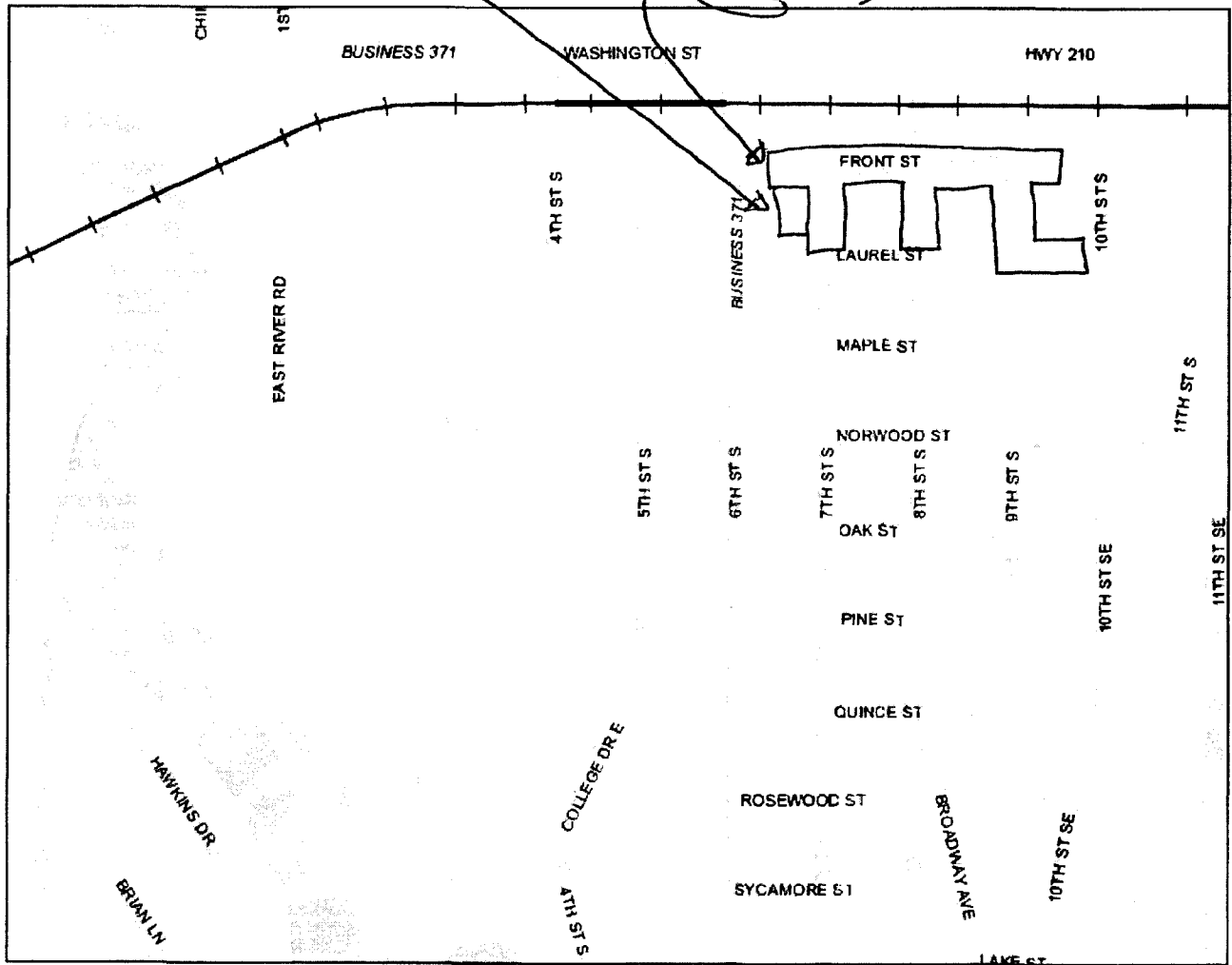
City Administrator

Date

Parking Lot
closed @ 3pm

Commonly Used Maps

one way on
front until 5pm
on Friday. Then
closed until midnight
Saturday



* 7th, 8th, & 9th St.
all closed after
5pm Friday

**CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA**

June 6, 2016
City Hall Conference Room
6:45 P.M.

1. Approval of Bills, Transfers & Payments to Contractors

Sanitary Sewer Fund to #401 for 2015 Completed Projects	\$51,724
Storm Sewer Fund to #401 for 2015 Completed Projects	\$34,857

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained</u>
S.E.H.	14-15	Airport Utility Extension	\$64,194.04	\$0
Hy-Tec Construction	n/a	Memorial Park Restrooms	\$77,041.73	\$0
Northwoods Lndscp	10-03	Downtown Maintenance	\$2,375.00	\$0

2. Fire Department:

- a. Accept Resignation of POC Firefighter Tengwall with Regret
- b. Approve Conditional Offers to Hire Three POC Firefighters

3. Police Department:

- a. Accept Sergeant Larson's Retirement with Regret and Establish New Sergeant Eligibility List
- b. Authorize Civil Service to Certify Next Three Candidates and Authorize Conditional Job Offer to Next Available Officer

4. Downtown Brainerd SCDP Environmental Review

- a. Approve and Sign the Certificate of Categorical Exclusion
- b. Approve and Sign the Request for Release of Funds

5. Administrative Specialist/Administration Department Position

- a. Authorize Backfilling Administrative Specialist/Administration Department as Soon as Possible
- b. Approve Administrative Specialist and Supplemental Administrative Specialist/Administration Department Job Descriptions

**COMMITTEES WILL ADJOURN BY 7:15 IN ORDER TO ATTEND "SHOWCASING
BRAINERD" PRESENTATION IN COUNCIL CHAMBERS**

PACKET: 03713 06/06/16 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-236197	101-42400-2210	OPERATING SUP BATTERIES	071937	28.78
01-0087	VISIT BRAINERD					
		I-APR 2016	101-49200-3340	LODGING TAX R APRIL 2016 LODGING	072042	176.58
01-0125	CONSOLIDATED TELEPHONE					
		I-20339039	101-41800-3321	TELEPHONE PHONE/INTERNET 5/12-6/11	071955	569.15
		I-20339039	101-41400-3321	TELEPHONE PHONE/INTERNET 5/12-6/11	071955	8.07
		I-20339039	101-41700-3321	TELEPHONE PHONE/INTERNET 5/12-6/11	071955	2.40
		I-20339039	101-42400-3321	TELEPHONE PHONE/INTERNET 5/12-6/11	071955	6.91
		I-20339039	101-41910-3321	TELEPHONE PHONE/INTERNET 5/12-6/11	071955	3.45
		I-20339039	101-41940-3321	TELEPHONE PHONE/INTERNET 5/12-6/11	071955	79.20
01-0133	CWC RECORDER					
		I-201100006593	101-41910-3350	PRINTING/LEGA COND USE PERMIT T236191	071961	66.00
		I-201100006595	101-41910-3350	PRINTING/LEGA COND USE PERM A873409, A87310	071961	92.00
01-0177	FIRST IMPRESSION PRINTI					
		I-64214	101-42400-2210	OPERATING SUP RENTAL HOUSING CORRECTION FORM	071971	143.60
01-0215	JANITORIAL SERVICES OF					
		I-7262	101-41940-3300	PROFESSIONAL APRIL CLEANING SERVICE	071982	589.70
01-0243	MARCO FINANCING					
		I-30438584	101-41800-3331	LEASE PAYMENT MAY COPIER LEASE PAYMENTS	071998	726.06
01-0284	OFFICE SHOP					
		I-1005290-0	101-42400-2200	OFFICE SUPPLI HANGING FOLDERS	072016	8.48
		I-1005528-0	101-41940-2210	OPERATING SUP 2 CASE TOLIET TISSUE, PAPER TO	072016	117.86
		I-1005813-0	101-41400-2200	OFFICE SUPPLI ACCORDIAN FOLDERS - HR	072016	68.79
		I-1005813-1	101-41400-2200	OFFICE SUPPLI DEPOSIT STAMP	072016	27.30
		I-1005820-0	101-41940-2210	OPERATING SUP COPY PAPER	072016	240.92
		I-1005822-0	101-41400-2200	OFFICE SUPPLI STAPLE REMOVER	072016	4.19
		I-1005859-0	101-41940-2210	OPERATING SUP 11X17 COPY PAPER	072016	19.98
01-0293	PITNEY BOWES RESERVE AC					
		I-5/27/16 REFILL	101-15500	PREPAID EXPEN POSTAGE REFILL 05/27/2016	072020	500.00
01-0307	CENTER POINT ENERGY/MIN					
		I-5942870-6/MAY 16	101-41940-3380	UTILITIES HEAT 4/19-5/18	071952	45.43
		I-6031615-5/MAY 16	101-41940-3380	UTILITIES HEAT 4/19-5/18	071952	57.60
01-0332	TRU GREEN					
		I-199649	101-41940-2220	REPAIR & MAIN CITY HALL GROUNDS TREATMENT	072030	47.38
01-0447	CDW GOVERNMENT, INC					
		I-CWR2555	101-41940-2210	OPERATING SUP INK FOR NEW PLOTTER	071951	393.86

PACKET: 03713 06/06/16 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0619	LEAGUE OF MN CITIES					
		I-2016 DIRECTORY	101-41400-2200	OFFICE SUPPLI 2016 CITY OFFICIALS DIRECTORY	071994	147.60
01-1	MISCELLANEOUS VENDOR					
	JIM ETTERMAN	I-JUNE 2016	101-21800	SURCHARGE PAY REFUND 2015 BLDG PERMITS	071983	250.52
	JIM ETTERMAN	I-JUNE 2016	101-32210	BUILDING PERM REFUND 2015 BLDG PERMITS	071983	3,492.00
	JIM ETTERMAN	I-JUNE 2016	101-34102	E911 ADDRESSI REFUND 2015 BLDG PERMITS	071983	160.00
01-1432	INTEGRA TELECOM					
		I-13891376	101-41940-3321	TELEPHONE ELEV PHONE LINE 5/23-6/22	071981	47.39
01-2257	U.S. BANK					
		I-MAY 16 ADM	101-41400-2200	OFFICE SUPPLI PAYPAL - FOOT PEDAL - NIKKI	072033	84.04
		I-MAY 16 ADM	101-41400-2200	OFFICE SUPPLI OFFICE SHOP - BINDERS, DIVIDER	072033	58.66
		I-MAY 16 ADM	101-41400-3330	PROFESSIONAL LMC CONF - J THOREEN	072033	400.00
		I-MAY 16 ADM	101-41400-3309	COMPUTER TECH TRANSCRIPTION SOFTWARE	072033	31.50
		I-MAY 16 ENG	101-41940-2220	REPAIR & MAIN MILLS FLEET - RETURN NYLON ROP	072033	129.82
		I-MAY 16 ENG	101-41940-2220	REPAIR & MAIN MILLS FLEET - NYLON ROPE	072033	120.90
		I-MAY 16 ENG	101-41940-2220	REPAIR & MAIN MILLS FLEET - TUB TREAD STRIPS	072033	2.99
		I-MAY 16 ENG	101-42400-3430	MISCELLANEOUS MILLS FLEET - DIGITAL CAMERA	072033	100.00
		I-MAY 16 ENG	101-41940-2220	REPAIR & MAIN MENARDS - 5 SHELF STEEL	072033	199.96
		I-MAY 16 ENG	101-42400-3430	MISCELLANEOUS MILLS - CAMERA RETURNED	072033	100.00
		I-MAY 16 ENG	101-42400-3430	MISCELLANEOUS WALMART - DIGITAL CAMERA	072033	75.18
		I-MAY 16 ENG	101-41940-2220	REPAIR & MAIN MENARDS - 5 SHELF STEEL	072033	80.18
		I-MAY 2016 PLN	101-41910-3433	DUES & SUBSCR CONSTANT CONTACT	072033	20.00
01-2956	ULINE					
		I-76767979	101-42400-2210	OPERATING SUP 500 PERMIT BAGS	072038	137.36
01-3050	HILDI INC.					
		I-7460	101-49200-3300	PROFESSIONAL GASB 45 INFOR THRU 04/21/16	071977	300.00
01-3413	RATWIK, ROSZAK & MALONE					
		I-58618	101-41610-3301	CITY ATTORNEY APRIL 2016 SERVICES	072022	333.50
		I-58618	101-14100	DUE FROM COMP HRA APRIL 2016 ATTORNEY	072022	333.50
		I-APRIL 2016	101-41610-3301	CITY ATTORNEY APRIL 2016 RETAINER	072022	3,896.41
		I-APRIL 2016	101-14100	DUE FROM COMP HRA APRIL 2016 ATTORNEY	072022	43.50
01-3469	LAKES AREA MAT SERVICE					
		I-#522: 20160503	101-41940-3410	RENTAL EXPENS #522 CITY HALL RUG SERVICE	071991	49.91
		I-#522: 20160517	101-41940-3410	RENTAL EXPENS #522 CITY HALL RUG SERVICE	071991	49.91
		I-#522: 20160531	101-41940-3410	RENTAL EXPENS #522 CITY HALL RUG SERVICE	071991	49.91
			FUND	101 GENERAL FUND	TOTAL:	14,258.79

PAGE: 3

FUND : 203 TRANSIT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD					
		I-JUNE 2016	203-49000-3410	RENTAL EXPENS JUNE 16 TRANSIT RENT	071954	500.00
01-0102	CANON FINANCIAL SERVICE					
		I-16136886	203-49000-3420	COPY MACHINE COPIER CONTRACT CHARGE	071950	104.90
01-0125	CONSOLIDATED TELEPHONE					
		I-20339039	203-49000-3321	TELEPHONE PHONE/INTERNET 5/12-6/11	071955	26.28
01-0447	CDW GOVERNMENT, INC					
		I-DCM8386	203-49000-2200	OFFICE SUPPLI SAMSUNG GALAXY CABLE & CHARGER	071951	87.65
01-1965	NORTH CENTRAL BUS SALES					
		I-230256X1	203-49000-3401	VEHICLE REPAI RADIO-KIT GOSHEN, RADIO HARNES	072008	261.03
01-3418	LAKES AREA LOCK & DOOR					
		I-88074	203-49000-2220	REPAIR & MAIN LOCK REPAIRED	071989	80.00
				FUND 203 TRANSIT FUND	TOTAL:	1,059.86

PACKET: 03713 06/06/16 COUNCIL

VENDOR SET: 01

FUND : 211 LIBRARY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0102	CANON FINANCIAL SERVICE					
		I-16069620	211-45505-3430	MISC - COPY M CONTRACT CHARGE MAY 2016	071950	92.98
01-0221	KITCHIGAMI REG LIBRARY					
		I-BR2016-1	211-45500-3450	KITCHIGAMI RE 2016 LEVY 1ST HALF	071987	39,400.00
		I-BR2016-1	211-45500-3400	REPAIR & MAIN 2016 LEVY 1ST HALF	071987	4,659.00
01-0307	CENTER POINT ENERGY/MIN					
		I-6032449-8/MAY 16	211-45500-3380	UTILITIES HEAT 4/19-5/18	071952	371.25
01-0344	WASTE PARTNERS INC					
		I-64X00774	211-45500-3430	MISCELLANEOUS WASTE DISPOSAL APR 2016	072044	70.14
01-1159	WINNERS TROPHY					
		I-7956	211-45503-3430	MISC - USE OF NAME PLATES	072046	92.00
01-2257	U.S. BANK					
		I-MAY 16 LIB	211-45501-3430	MISC - SPECIF AMAZON - ST JOES EMERG EQUIP	072033	477.82
		I-MAY 16 LIB	211-45500-2200	OFFICE SUPPLI AMAZON - LABELS & SHARPIES	072033	27.60
		I-MAY 16 LIB	211-45500-2200	OFFICE SUPPLI AMAZON - ORGANIZATIONAL PIECES	072033	156.79
		I-MAY 16 LIB	211-45500-2200	OFFICE SUPPLI USPS - SHIPPING FOR COMPUTER	072033	14.30
		I-MAY 16 LIB	211-45500-2200	OFFICE SUPPLI MEANRDS - PAINT & WOOD	072033	129.50
		I-MAY 16 LIB	211-45503-3430	MISC - USE OF OVERNIGHTPRINTS - HOLDEN LIB B	072033	164.46
		I-MAY 16 LIB	211-45503-3430	MISC - USE OF WALMART - SRP HOLDEN CRAFTS	072033	28.42
		I-MAY 16 LIB	211-45500-2240	LIBRARY MATER AMAZON - LABEL PRINTERS	072033	152.93
01-3438	D & D BEVERAGE, LLC					
		I-62155	211-45500-2220	REPAIR & MAIN TOWEL & SPONGE	071962	81.10
		I-64315	211-45500-2220	REPAIR & MAIN DISINFECTANT & TISSUE	071962	102.10
				FUND 211 LIBRARY FUND	TOTAL:	46,020.39

PACKET: 03713 06/06/16 COUNCIL

VENDOR SET: 01

FUND : 223 DRUG FORFEITURE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0086	CITY OF BRAINERD					
		I-ICR: 15012316	223-22800	OTHER LIABILI ICR: 15012316	071954	10.50
01-0136	CWC ATTORNEY					
		I-ICR: 15012316	223-22800	OTHER LIABILI ICR: 15012316 MS 609.5315	071960	3.00
01-0586	MN STATE TREASURER					
		I-ICR: 15012316	223-22800	OTHER LIABILI ICR: 15012316 MS 609.5315	072004	1.50
01-0888	WEST BRAINERD AUTO SERV					
		I-27732	223-42140-2210	OPERATING EXP TOW: 16006227	072045	45.00
		I-27739	223-42140-2210	OPERATING EXP TOW: 16006982	072045	45.00
				FUND 223 DRUG FORFEITURE	TOTAL:	105.00

PACKET: 03713 06/06/16 COUNCIL
 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-235944	225-42220-2210	OPERATING SUP FASTENERS	071937	1.20
		I-236284	225-42120-2200	OFFICE SUPPLI TAPE	071937	7.18
		I-236369	225-42120-2220	REPAIR & MAIN WEAPON CLEANING SUPPLIES	071937	4.50
		I-236622	225-42220-2210	OPERATING SUP FASTENERS	071937	2.53
		I-236640	225-42120-2220	REPAIR & MAIN PEST CONTROL SUPPLIES	071937	22.48
		I-236675	225-42120-2200	OFFICE SUPPLI NAILS AND TACKS	071937	3.58
01-0102	CANON FINANCIAL SERVICE					
		I-16069621	225-42220-3331	LEASED PAYMEN JUNE COPIER LEASE	071950	66.23
01-0125	CONSOLIDATED TELEPHONE					
		I-20339039	225-42220-3321	TELEPHONE PHONE/INTERNET 5/12-6/11	071955	27.30
		I-20339039	225-42120-3309	COMPUTER TECH PHONE/INTERNET 5/12-6/11	071955	26.25
		I-20339039	225-42120-3321	TELEPHONE PHONE/INTERNET 5/12-6/11	071955	136.54
01-0209	HEARTLAND TIRE INC.					
		I-66165	225-42120-2221	SQUAD CAR REP SQD 424 - INSTALL & BAL TIRES	071976	653.15
01-0226	LAKES AREA MAT SERVICE					
		I-#580: 20160503	225-42120-3430	MISCELLANEOUS #580 - PD MAT SERVICE	071990	40.15
		I-#580: 20160517	225-42120-3430	MISCELLANEOUS #580 - PD MAT SERVICE	071990	40.15
		I-#580: 20160531	225-42120-3430	MISCELLANEOUS #580 - PD MAT SERVICE	071990	40.15
01-0227	LAKES PRINTING					
		I-00176401	225-42700-3430	MISCELLANEOUS DOG LICENSE RECEIPT BOOK	071992	119.90
01-0242	MALLIE LAW OFFICE, PA					
		I-1ST QTR 2016	225-42127-3430	MISC - PROSEC JAN-MAR EXPENSES	071996	895.37
		I-JUNE 2016	225-42127-3310	MISDEMEANOR P JUNE 2016	071996	14,973.44
01-0255	XTREME LAWN CARE LLC					
		I-337	225-42220-3300	PROFESSIONAL MAY 2016 LAWN MOWING/TRIMMING	072047	135.00
01-0260	MN BUREAU OF CRIM APPRE					
		I-23959-092716MC	225-42120-3330	PROFESSIONAL MCCULLOUGH - BCA CONF	072003	115.00
01-0265	OFFICE OF ENTERPRISE TE					
		I-W16040708	225-42127-3430	MISC - PROSEC APR 16 CITY PROSECUTOR PHONE	072015	38.02
01-0273	NAPA AUTO PARTS					
		I-966347	225-42220-2220	REPAIR & MAIN S1 PORTABLE PUMP OIL CHANGE	072006	75.00
		I-966873	225-42220-2210	OPERATING SUP T4 MUD FLAP	072006	7.18
01-0291	PIKE PLUMBING & HEATING					
		I-63466	225-42220-3300	PROFESSIONAL 2016 BACKFLOW TESTING	072019	255.00
01-0307	CENTER POINT ENERGY/MIN					
		I-5956221-5/MAY 16	225-42120-3380	UTILITIES HEAT 4/19-5/18	071952	30.05

PACKET: 03713 06/06/16 COUNCIL
 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0307	CENTER POINT ENERGY/MIN	continued				
		I-6004720-6/MAY 16	225-42220-3380	UTILITIES HEAT 4/19-5/18	071952	49.73
01-0322	STREICHER'S PROF EQUIP					
		I-I1208785	225-42120-1113	UNIFORM ALLOW 701 - UNIFORM BOOTS	072027	194.99
		I-I1209365	225-42120-1113	UNIFORM ALLOW 774 - NAMEPLATE	072027	9.99
01-0325	THELEN HTG & RFG CO					
		I-1740	225-42120-2220	REPAIR & MAIN HVAC REPAIR	072029	2,864.00
01-0372	EXHAUST PROS					
		I-4534	225-42120-2221	SQUAD CAR REP SQD 404 - EXHAUST REPAIR	071968	349.98
01-0497	SIRCHIE FINGER PRINT LA					
		I-0254471-IN	225-42120-2210	OPERATING SUP EVIDENCE SUPPLIES	072025	236.79
01-0651	KLEFFMAN, CHAD					
		I-TRAVREIM 5/16	225-42120-3330	PROFESSIONAL 719 - LEEDS TRN MEAL	071988	7.04
		I-TRAVREIM 5/16	225-42120-2212	MOTOR FUELS 719 - LEEDS TRN FUEL	071988	31.31
01-0745	BATTERIES PLUS					
		I-035-308074	225-42120-2210	OPERATING SUP 3 - 3V LITHIUM BATTERIES	071945	10.50
01-0888	WEST BRAINERD AUTO SERV					
		I-25232	225-42120-3430	MISCELLANEOUS TOW: 16005896	072045	330.00
01-0900	CUB FOODS - BRAINERD					
		I-05112016	225-42220-2210	OPERATING SUP TRX 82 - CUPS	071959	4.17
01-1171	KEEPRS, INC/CY'S UNIFOR					
		I-272021	225-42131-2210	OPERATING SUP 1 TAC RIFLES	071984	936.50
		I-272021	225-42131-2210	OPERATING SUP 1 TAC RIFLES - REIM BY CWC	071984	936.50
		I-309669	225-42120-1113	UNIFORM ALLOW 724 - UNIFORM BOOTS	071984	111.98
		I-309745	225-42120-1113	UNIFORM ALLOW 707 - UNIFORM BOOTS	071984	179.99
		I-309745	225-42120-2210	OPERATING SUP STINGER LED W/ CHARGERS	071984	129.98
01-1512	KIRVIDA FIRE INC					
		I-5481	225-42220-2220	REPAIR & MAIN E4 PUMP PANEL THROTTLE REPAIR	071986	805.98
01-1526	DOOLEY, PAUL					
		I-TRAVREIM - 5/16	225-42120-3330	PROFESSIONAL 707 - K9 TRAINING	071963	45.30
01-1753	MARCO					
		I-3290703	225-42220-2210	OPERATING SUP SECURITY DOOR/PHONE SUPPLIES	071997	1,820.69
01-1815	F.I.R.E. CROSSLAKE					
		I-1809	225-42225-3330	PROFESSIONAL TRENCH RESCUE	071969	500.00
		I-1833	225-42225-3330	PROFESSIONAL TRENCH RESCUE HANDS ON	071969	750.00

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 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1912	MINNEAPOLIS FINANCE DEP					
		I-4004510000093	225-42120-3309	COMPUTER TECH APS COMP SUPPORT 4/2016	072001	525.60
01-1913	GRAND FORKS FIRE EQUIPM					
		I-17099	225-42220-2250	PERSONAL PROT TURNOUT GEAR X 3	071972	6,099.40
01-1929	BARBARA SCHNEIDER FOUND					
		I-449	225-42120-3330	PROFESSIONAL 722 - CIT TRAINER CLASS	071944	150.00
01-2062	NARDINI FIRE EQUIPMENT					
		I-00012034	225-42220-3300	PROFESSIONAL FIRE ALARM SERVICE	072007	187.00
01-2110	CRANKSHAFT CUSTOMS, LLC					
		I-1001	225-42220-2220	REPAIR & MAIN E2, T1, T4 AIR & OIL FILTERS,	071957	1,525.14
		I-1002	225-42220-5550	CAPITAL - VEH 2016 FORD SUV BUILDUP	071957	4,771.37
01-2128	GRAPHIC ELEMENT LLC					
		I-1018	225-42220-5550	CAPITAL - VEH '16 FORD SUV GRAPHIC INSTALL	071975	1,305.00
01-2137	O'REILLY AUTOMOTIVE STO					
		I-1647-142721	225-42120-2221	SQUAD CAR REP SQD MAINT SUPPLIES	072013	2.99
01-2257	U.S. BANK					
		I-MAY 16 PD	225-42220-2210	OPERATING SUP MN SEW - VACUUM BAGS CREDIT	072033	1.81-
		I-MAY 16 PD	225-42220-2210	OPERATING SUP MN SEW - VACUUM BAGS	072033	24.80
		I-MAY 16 PD	225-42220-3330	PROFESSIONAL RAMADA - SFM CONF LODGING COX	072033	201.86
		I-MAY 16 PD	225-42220-1113	UNIFORM ALLOW GANDER MT - UNIFORM DCFM COX	072033	99.98
		I-MAY 16 PD	225-42220-2210	OPERATING SUP FIRESTORE - TURNOUT GEAR CLEAN	072033	67.97
		I-MAY 16 PD	225-42220-1113	UNIFORM ALLOW ARC STRAP - UNIFORM HOLMES	072033	29.90
		I-MAY 16 PD	225-42220-3322	POSTAGE USPS - POSTAGE	072033	28.60
		I-MAY 16 PD	225-42120-2200	OFFICE SUPPLI ALTOEDGE - TRANSCRIBER FOOT PE	072033	504.18
		I-MAY 16 PD	225-42120-3322	POSTAGE POSTMASTER - 200 STAMPS	072033	94.00
		I-MAY 16 PD	225-42120-3330	PROFESSIONAL GANDER MT - TRAINING AMMO	072033	14.99
		I-MAY 16 PD	225-42120-1113	UNIFORM ALLOW AMAZON - 715 - UNIFORM GLOVES	072033	46.51
		I-MAY 16 PD	225-42120-2210	OPERATING SUP TRANSUNION - SSN'S PARKING TIC	072033	25.00
		I-MAY 16 PD	225-42120-2220	REPAIR & MAIN M&M EXPRESS - LAWN MOWER	072033	288.99
		I-MAY 16 PD	225-42120-3322	POSTAGE POSTMATER - POSTAGE	072033	2.45
		I-MAY 16 PD	225-42120-2210	OPERATING SUP EAR PHONE GUY - EAR BUDS & TUB	072033	16.08
		I-MAY 16 PD	225-42120-2210	OPERATING SUP AMAZON - CAMERA, MEMORY CARD,	072033	203.03
		I-MAY 16 PD	225-42120-2212	MOTOR FUELS SUPERETTE - 707 - K9 TRN FUEL	072033	33.00
		I-MAY 16 PD	225-42120-2212	MOTOR FUELS SUPERETTE - 707 - K9 TRN FUEL	072033	25.85
		I-MAY 16 PD	225-42120-2210	OPERATING SUP LA PD GEAR - HANDHELD RADIO HE	072033	75.91
		I-MAY 16 PD	225-42128-3430	MISC - K9 PRO MILLS - K9 SUPPLIES	072033	119.77
		I-MAY 16 PD	225-42120-5550	CAPITAL - VEH TIGERDIRECT - SALES TAX REFUND	072033	11.88-
		I-MAY 16 PD	225-42120-3309	COMPUTER TECH NCH SOFTWARE - TRANSCRIPT SOFT	072033	188.93
		I-MAY 16 PD	225-42120-2200	OFFICE SUPPLI BEST BUY - WIFI ROUTER, BATTER	072033	149.98
01-2377	GRANITE ELECTRONICS					
		I-1530017942	225-42220-2210	OPERATING SUP MONITOR REPAIR	071974	76.00

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VENDOR SET: 01

FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2377	GRANITE ELECTRONICS	continued				
		I-1530018901	225-42220-2210	OPERATING SUP ANTENNA	071974	38.26
01-2924	VERIZON WIRELESS					
		I-9764860916	225-42120-3309	COMPUTER TECH COMP SUPPORT 4/5-5/4	072040	525.15
		I-9765481935	225-42220-3321	TELEPHONE 4/16-5/15 IPAD SERVICE	072040	140.04
01-3018	NORTH COUNTRY JANITORIA					
		I-MAY 2016	225-42120-3300	PROFESSIONAL MAY 2016 JANITORIAL SERVICES	072009	1,000.00
01-3168	MOTORS-N-MORE					
		I-24309	225-42120-2221	SQUAD CAR REP SQD 419 - OIL CHANGE	072005	23.00
01-3260	PERSONIUS, JAY					
		I-TRAVREIM 5/16	225-42120-3330	PROFESSIONAL 715 - CAMP RIPLEY TRAINING	072018	7.47
01-3320	ESSENTIA HEALTH					
		I-APRIL 2016	225-42225-3300	PROFESSIONAL VACCINE	071967	66.00
01-3395	EMERGENCY RESPONSE SOLU					
		I-6538	225-42220-2220	REPAIR & MAIN RING, O-RING	071966	61.48
01-3428	TURFCARE, INC.					
		I-12752	225-42220-3300	PROFESSIONAL STATION LAWN CARE	072031	69.70
FUND 225 PUBLIC SAFETY FUND					TOTAL:	46,822.46

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FUND : 227 RECYCLING FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1286	EAST SIDE OIL COMPANY					
		I-R62071	227-43230-3428	USED OIL RECY 5/11/16 FILTER & ANTIFREEZE	071964	50.00
		I-R62311	227-43230-3428	USED OIL RECY 5/25/16 FILTER & ANTIFREEZE	071964	100.00
				FUND 227 RECYCLING FUND	TOTAL:	150.00

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VENDOR SET: 01

FUND : 230 PARK & RECREATION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0339	UPPER LAKES FOODS INC					
		I-709829-00	230-45204-2210	OPERATING SUP CONCESSIONS-PICKLES, CHIPS, ME	072039	1,127.94
01-0349	W W THOMPSON CONCRETE					
		I-1605-645360	230-45200-2220	REPAIR & MAIN CONCRETE - MEMORIAL BENCH	072043	9.90
01-0356	HIRSHFIELD'S DECORATING					
		I-9106834	230-45200-2220	REPAIR & MAIN GRAFFITI CLEANER, PAINT	071978	101.73
01-0385	MINNESOTA PLAYGROUND					
		I-2016127	230-45200-2220	REPAIR & MAIN MEMORIAL BENCH	072002	696.00
01-0839	LITTLE FARM MARKET					
		I-6487	230-45200-2220	REPAIR & MAIN GRASS SEED	071993	59.95
01-1	MISCELLANEOUS VENDOR					
	OAK LAWN TAVERN	I-2000401	230-34715	ADULT SOFTBAL REFUND ADULT SOFTBALL DEPOSIT	072014	300.00
	AARON STANLEY	I-2000402	230-34715	ADULT SOFTBAL REFUND ADULT SOFTBALL DEPOSIT	071936	85.00
01-2137	O'REILLY AUTOMOTIVE STO					
		I-1647-144998	230-45200-2220	REPAIR & MAIN PLUGS, MOTOR OIL, FILTERS, GRE	072013	148.80
01-2257	U.S. BANK					
		I-MAY 16 PK	230-45204-2210	OPERATING SUP COUNTRY HEARTH - CONC BUNS	072033	26.00
		I-MAY 16 PK	230-45200-2220	REPAIR & MAIN SPRINKLER SYSTEM SOLENOID, SHO	072033	31.35
		I-MAY 16 PK	230-45211-2210	OPERATING SUP REEDS - FISHING CLINIC SUPPLIE	072033	1,147.00
01-2587	GRANITE CITY JOBBING CO					
		I-8338	230-45204-2210	OPERATING SUP CONCESSIONS - CANDY	071973	52.04
01-2939	VIKING COCA COLA BOTTLI					
		I-310497	230-45204-2210	OPERATING SUP CONCESSIONS - BHP BEVERAGES	072041	818.00
01-3175	MIDWEST SECURITY AND FI					
		I-14216	230-45200-2220	REPAIR & MAIN SERVICE CALL - GGP	072000	79.00
01-3424	SULLIVAN CANDY & SUPPLY					
		I-524615	230-45204-2210	OPERATING SUP CONCESSIONS - CANDY	072028	19.80
		I-524722	230-45204-2210	OPERATING SUP CONCESSIONS - BLEACH	072028	7.02
01-3438	D & D BEVERAGE, LLC					
		I-64427	230-45200-2210	OPERATING SUP BOWL CLEANER	071962	60.00
		I-65297	230-45200-2210	OPERATING SUP SINGLE-FOLD TOWELS	071962	22.55
				FUND	230	PARK & RECREATION FUND
					TOTAL:	4,792.00

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VENDOR SET: 01

FUND : 233 WAC FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-1	MISCELLANEOUS VENDOR					
JIM ETTERMAN	I-JUNE 2016	233-34408	WAC FEES	REFUND 2015 BLDG PERMITS	071983	5,600.00
				FUND 233 WAC FUND	TOTAL:	5,600.00

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VENDOR SET: 01

FUND : 234 SAC FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-1	MISCELLANEOUS VENDOR					
JIM ETTERMAN	I-JUNE 2016	234-34407	SAC FEES	REFUND 2015 BLDG PERMITS	071983	7,600.00
				FUND 234 SAC FUND	TOTAL:	7,600.00

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 VENDOR SET: 01
 FUND : 235 STREET & SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-236318	235-43100-2220	REPAIR & MAIN STAPLES	071937	8.97
		I-236687	235-43100-2220	REPAIR & MAIN POWER BIT	071937	3.56
		I-236724	235-43100-2220	REPAIR & MAIN FUEL LINE	071937	2.49
		I-236774	235-43100-2220	REPAIR & MAIN SHOVEL	071937	25.19
01-0039	AMERIPRIDE LINEN SERVIC					
		I-2200781197	235-43100-3430	MISCELLANEOUS COVERALLS & MAT SERVICE	071943	65.31
		I-2200783736	235-43100-3430	MISCELLANEOUS COVERALLS & MAT SERVICE	071943	102.47
		I-2200786283	235-43100-3430	MISCELLANEOUS COVERALLS & MAT SERVICE	071943	65.31
01-0125	CONSOLIDATED TELEPHONE					
		I-20343166	235-43100-3321	TELEPHONE PHONE/INTERNET 5/12-6/11	071955	106.26
01-0237	LOCATORS & SUPPLIES INC					
		I-245805	235-43100-2220	REPAIR & MAIN GREEN MARKING PAINT, SAFETY V	071995	216.12
01-0307	CENTER POINT ENERGY/MIN					
		I-5974635-4/MAY 16	235-43100-3380	UTILITIES HEAT 4/19-5/18	071952	100.23
01-0338	PRO-BUILD					
		I-385602	235-43100-2220	REPAIR & MAIN 3 STUDS, BITS	072021	20.93
01-0736	NORTHLAND FIRE PROTECTI					
		I-22149	235-43100-2220	REPAIR & MAIN SERVICED FIRE EXTINGUISHERS	072011	667.40
01-0748	BJERGA FEED STORES					
		I-1103431	235-43100-2220	REPAIR & MAIN 2 GALLONS CROMBOW	071946	114.46
01-0816	BUSH, MARVIN					
		I-JUNE 2016	235-43100-3430	MISCELLANEOUS REIM FOR CDL FEE	071949	45.25
01-1208	HOLTZ, TIM					
		I-JUNE 2016	235-43100-3430	MISCELLANEOUS REIM CDL FEE	071979	45.25
01-1333	CHAMBERLAIN OIL COMPANY					
		I-159467	235-43100-2220	REPAIR & MAIN 55 GALLONS PURUS DEF OIL	071953	164.96
01-1896	ALL AMERICAN CRANE INSP					
		I-516-4296	235-43100-2220	REPAIR & MAIN ANNUAL AUTO LIFT INSP, OVERHEA	071941	400.00
01-2670	AMERICAN STEEL SUPPLY I					
		I-67947	235-43170-2220	REPAIR & MAIN ANGLE STEEL, SHEET	071942	144.88
01-2902	ADVANCE AUTO PARTS					
		I-6574613384841	235-43100-2220	REPAIR & MAIN 1 U-JOINT	071940	39.98
		I-6574614627443	235-43100-2220	REPAIR & MAIN 6 SEAFOAM	071940	54.00
		I-6574615285412	235-43100-2210	OPERATING SUP HAND CLEANER	071940	17.01

PAGE: 15

PACKET: 03713 06/06/16 COUNCIL
VENDOR SET: 01
FUND : 235 STREET & SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-3205	CROW WING POWER					
		I-JUNE 2016	235-43100-3380	UTILITIES SECURITY LIGHT @ WISE RD	071958	12.00
01-3394	MIDWEST MACHINERY CO					
		I-1261822	235-43100-2220	REPAIR & MAIN 2 OIL FILTERS (#118)	071999	29.70
		I-1262692	235-43100-2220	REPAIR & MAIN 1 COOL-GARD TM (#118)	071999	14.07
01-3438	D & D BEVERAGE, LLC					
		I-64769	235-43100-2210	OPERATING SUP 1 CASE PAPER TOWELS	071962	33.85
				FUND 235 STREET & SEWER FUND	TOTAL:	2,499.65

PAGE: 16

PACKET: 03713 06/06/16 COUNCIL
VENDOR SET: 01
FUND : 237 SANITARY SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-236082	237-43190-2220	REPAIR & MAIN GREAT STUFF GAP & BUNGEE CORD	071937	16.17
01-0077	BRAINERD HYDRAULICS/AIR					
		I-1863	237-43190-2220	REPAIR & MAIN 1 SHAFT SEAL-SPENCER	071947	9.95
		I-2013	237-43190-2220	REPAIR & MAIN 6 O-RINGS	071947	4.56
01-0086	CITY OF BRAINERD					
		I-2015 TRANSFERS	237-20700	DUE TO OTHER IMP 14-10 BLOCK 160	071954	51,724.00
01-0170	FASTENAL COMPANY					
		I-MNBAX195592	237-43190-2210	OPERATING SUP 3 CLEAN CHOICE WIPES	071970	44.98
01-0284	OFFICE SHOP					
		I-1005168-0	237-43190-2220	REPAIR & MAIN 1 DVD-RS	072016	28.63
01-1093	ROAD EQUIPMENT PARTS CE					
		I-MB724790	237-43190-2220	REPAIR & MAIN BLOCK RING, VALVE CAP ASSY	072023	85.53
01-1347	TV SERVICE CENTER					
		I-75633	237-43190-2220	REPAIR & MAIN SEWER CAMERA REPAIR	072032	185.00
01-2902	ADVANCE AUTO PARTS					
		I-6574613284784	237-43190-2220	REPAIR & MAIN SEAL NATIONAL	071940	22.36
				FUND 237 SANITARY SEWER FUND	TOTAL:	52,121.18

PAGE: 17

FUND : 238 STORM SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD					
		I-2015 TRANSFERS	238-20700	DUE TO OTHER IMP 13-06 ENGINEERING COSTS	071954	29,308.00
		I-2015 TRANSFERS	238-20700	DUE TO OTHER PURCHASED LAND 12TH ST SE	071954	5,549.00
				FUND 238 STORM SEWER FUND	TOTAL:	34,857.00

PACKET: 03713 06/06/16 COUNCIL

VENDOR SET: 01

FUND : 260 AIRPORT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-3138	ST. LOUIS MRO INC.					
		I-39323	260-49020-3324	SAFETY TRAINI 1 PRE-EMPLOYMENT SCREENING	072026	24.50
				FUND 260 AIRPORT FUND	TOTAL:	24.50

PAGE: 19

FUND : 278 HEALTHY EMPLOYEE INITIATIVE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0296	BRAINERD PUBLIC UTILITI					
		I-2015-2016 VACA	278-46515-3430	MISCELLANEOUS 2015-2016 WELLNESS VACA PRIZE	071948	205.20
		I-2015-2016 WELLNESS	278-46515-3430	MISCELLANEOUS 2015-2016 WELLNESS PROG H.S.A	071948	150.00
01-0900	CUB FOODS - BRAINERD					
		I-MAY 2016	278-46515-3430	MISCELLANEOUS LUNCH-N-LEARN 5/17 FRUIT & VEG	071959	106.71
01-2257	U.S. BANK					
		I-MAY 16 ADM	278-46515-3430	MISCELLANEOUS BRICK HOUSE - LUNCH N LEARN	072033	94.07
				FUND 278 HEALTHY EMPLOYE INITIATIVE	TOTAL:	555.98

PACKET: 03713 06/06/16 COUNCIL

VENDOR SET: 01

FUND : 295 EDA FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0220	KENNEDY & GRAVEN	I-131534	295-22800	OTHER LIABILI ROYAL TIRE TIF THRU 4/30/2016	071985	71.54
			FUND	295 EDA FUND	TOTAL:	71.54

PACKET: 03713 06/06/16 COUNCIL

VENDOR SET: 01

FUND : 400 CAPITAL PROJECTS FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0296	BRAINERD PUBLIC UTILITI					
		I-201605173085	400-49050-5530	CAPITAL - OTH MATERIALS MEMORIAL PARK RESTRO	071948	4,149.90
01-0769	HY-TEC CONSTRUCTION INC					
		I-8373	400-49050-5530	CAPITAL - OTH FINAL MEMORIAL PARK RESTROOM	071980	77,041.73
01-1856	EMERGENCY AUTOMOTIVE TE					
		I-A042816-2A	400-49050-5530	CAPITAL - OTH SQD 423 - NEW SQUAD BUILD	071965	347.42
				FUND 400 CAPITAL PROJECTS FUND	TOTAL:	81,539.05

PACKET: 03713 06/06/16 COUNCIL

VENDOR SET: 01

FUND : 401 CONSTRUCTION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0011	ACE HARDWARE					
		I-236346	401-41408-3430	MISCELLANEOUS BATTERIES	071937	13.49
		I-236354	401-41408-3430	MISCELLANEOUS BRUSH DUSTER, PLIERS, HAMMER	071937	34.79
01-0317	SHORT ELLIOTT HENDRICKS					
		I-314428	401-41415-3300	PROFESSIONAL ARPT UTIL EXT PROJ THRU 4/30	072024	64,194.04
01-2063	NORTH STARWELL DRILLING					
		I-3797	401-41415-3300	PROFESSIONAL ADV DIESEL SERVICES	072010	2,286.00
01-3102	NORTHWOODS LANDSCAPING					
		I-2016 PYMT #1	401-41003-3300	PROFESSIONAL DOWNTOWN LANDSCAPE APPRV'D 4/1	072012	2,375.00
			FUND	401 CONSTRUCTION FUND	TOTAL:	68,903.32

PACKET: 03713 06/06/16 COUNCIL

VENDOR SET: 01

FUND : 405 PARK DEDICATION CAPITAL

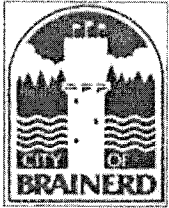
VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-1	MISCELLANEOUS VENDOR					
JIM ETTERMAN	I-JUNE 2016	405-38080	PARK DEDICATI	REFUND 2015 BLDG PERMITS	071983	2,000.00
FUND 405 PARK DEDICATION CAPITAL TOTAL:						2,000.00
REPORT GRAND TOTAL:						368,980.80

THE ABOVE LISTED ACCOUNTS PAYABLE DISBURSEMENTS HAVE BEEN REVIEWED AND ARE HEREBY APPROVED:

MARY KOEP

DAVID PRITSCHET

GABE JOHNSON



Brainerd City Council Agenda Request

P+F
#2a
Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Resignation of POC Firefighter Tengwall

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Fire Chief Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Holmes	Estimated Time Needed: 5 minutes
Summary of Issue: Paid on Call Firefighter Kevin Tengwall has submitted his letter of resignation, effective June 30, 2016. Mr. Tengwall has served over 21 years on the department.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Accept Mr. Tengwall's letter of resignation with regret, effective June 30, 2016.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

5-23-16

Chief Holmes

It is with great regret that I am writing this letter. After a lot of thought and consideration I am going to be retiring from the paid on call .With my occupation I have been forced into I am unable to meet the demands and requirements to stay with the department. This department has been a important part of my life and a family to me and I don't feel I can do it justice so it is time to let someone else fill the spot . It has been a lot of good and some bad seen a lot and done a lot that I will never forget. June 31.2016 will be my last day.

Kevin Tengwall

A handwritten signature in black ink, appearing to read 'K. Tengwall', with a long horizontal flourish extending to the right.

BRAINERD FIRE DEPARTMENT

MAY 23 2016

RECEIVED



Brainerd City Council Agenda Request

P+F
#26

Agenda Item #

Requested Meeting Date: June 6th, 2016

Title of Item: Recommendations for Paid on Call Hiring

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Tim Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Holmes	Estimated Time Needed: 5 minutes
Summary of Issue: On 04/04/2016 the council authorized to establish a Paid on Call eligibility list and to hire 3 Paid on Call Firefighters. Written test, physical test, and oral interviews were conducted and a list has been established.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve a conditional job offer to Erik Flowers, Nick Haglin, and Steve Isle for the position of Paid on Call Firefighter. Offer is subject to successful completion of pre-employment; physical, drug, psychological, and background checks.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

P&F
3a+b

Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Sergeant Retirement & Police Officer Back-fill

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 7 MINUTES
Summary of Issue: Sergeant Joy Larson has submitted a letter of retirement to us effective July 5th, 2016. Our existing Sergeant eligibility list is over two years old. We are requesting authorization to establish a new Sergeant Eligibility List. We are also requesting to immediately begin the process of hiring a back-fill police officer, to replace the officer that would be promoted.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Two motions: 1) Accept Sgt. Larson's Retirement & Authorize the Civil Service Commission to establish a new Sergeant Eligibility List, for a recommendation to promote a police officer to Sergeant at the August 1st Council Meeting. 2) Authorize the Civil Service Commission to certify the next three names on the current police officer eligibility list and authorize a conditional job offer to be made to the next available police officer candidate with a tentative starting date of July 25th, pending completion the normal pre-employment screening process.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> Positions budged for in Police Department 2016 Budget	

June 1, 2016

13271 Timberlane Drive
Baxter, MN 56425

Chief Corky T. McQuiston
Brainerd Police Department
225 East River Road
Brainerd, MN 56401

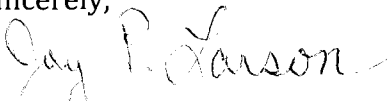
Dear Chief McQuiston:

On this, the 12th anniversary date of my hire at the Brainerd Police Department, I am writing to inform you of my intent to retire from the Brainerd Police Department, effective Tuesday, July 5, 2016.

While my tenure has been comparatively short, I truly value the experiences and the relationships I've been privileged to have while serving the citizens of Brainerd.

I am thankful for the opportunity to work for such an outstanding department and will truly miss the exceptional men and women within the organization.

Sincerely,


Joy P. Larson



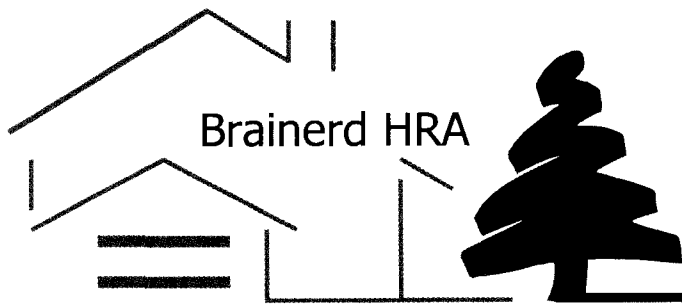
Brainerd City Council Agenda Request

P&F
4a+b
Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Downtown Brainerd SCDP Environmental Review

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jennifer Bergman	Department: Brainerd HRA
Presenter (Name & Title): Jennifer Bergman, Executive Director	Estimated Time Needed: 5 minutes
Summary of Issue: The City of Brainerd has been awarded \$650,105.00 from the Minnesota Department of Employment and Economic Development to rehabilitate 8 commercial properties and 17 second floor rental units. The Brainerd HRA will administer the program and has a list of interested applicants that far exceed the funding available. The funds will be used to make deferred loans to commercial/rental property owners for a loan maximum of \$40,000.00 for commercial improvements and \$20,000.00 for rental units. Prior to being awarded the funds. DEED requires an Environmental Review.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: As part of the Environmental Review process required by (DEED), two items require council action: 1. Approve and sign the Certificate of Categorical Exclusion (allows HRA to charge time to the program). 2. Approve and sign the Request for Release of Funds.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



324 East River Road
Brainerd, MN 56401

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

TO: Brainerd Mayor and City Council:

As you have been informed, the City of Brainerd has been awarded \$650,105.00 from the Minnesota Department of Employment and Economic Development to rehabilitate 8 commercial properties and 17 second floor rental units.

The Brainerd HRA will administer the program and has a list of interested applicants that far exceed the funding available.

The funds will be used to make deferred loans to commercial/rental property owners for a loan maximum of \$40,000.00 for commercial improvements and \$20,000.00 for rental units.

As part of the Environmental Review process required by the State Funding Agency (DEED), two items require council action.

1. Approve and sign the Certificate of Categorical Exclusion (allows the HRA to allocate time to the program for Environmental Review and other upfront work).
2. Approve and sign the Request for Release of Funds.

DEED will then send the Grant Agreement to the City.

Thank you,

A handwritten signature in black ink, appearing to read "Jennifer Bergman", is written over a horizontal line.

Jennifer Bergman
Executive Director
Brainerd HRA

**Certificate of Categorical Exclusion
Environmental Activities for SCDP Funded Projects**

Project Name: City of Brainerd Downtown Rehabilitation Project
Name of Grantee: City of Brainerd
Activity Budget: 650,150
Grant Number: CDAP-15-0038-O-FY16

Choose one of the following:

1. I hereby certify that this activity has been reviewed and determined to be categorically excluded per 24 CFR 58.35(a)
- ___ 1. Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20 percent (e.g., replacement of water or sewer lines, reconstruction of curbs and sidewalks, repaving of streets).
- ___ 2. Special projects directed to the removal of material and architectural barriers that restrict the mobility and accessibility to elderly and handicapped persons.
- X 3. Rehabilitation of buildings and improvements when the following apply:
- (i) For **residential buildings** with 1 to 4 units (either owner or rental), the unit density is not increased beyond 4 units, the land use is not changed and the footprint of the building is not increased in a floodplain or in a wetland;
- (ii) In the case of **multifamily residential buildings** (defined as 4+ units):
- (A) Unit density will not change more than 20 percent, and;
- (B) The estimated cost of rehabilitation will be less than 75% of the total estimated cost of replacement after rehabilitation.
- (iii) In the case of **non-residential structures**, including commercial, industrial and public buildings:
- (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and
- (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ___ 4. An individual activity on a maximum of four dwelling units and where there is a maximum of four units on any one site. Example: The units can be four one-unit buildings or one four-unit building or any combination of; or
- (ii) An individual activity on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four housing units on any one site.
- ___ 5. Acquisition (including leasing), or equity loans on existing structures, or acquisition (including leasing) of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.

___ 6. Combinations of the above activities (indicate which).

2. **I certify that the above mentioned project has been reviewed and determined to be a Categorically Excluded activity per 24 CFR 58.35(b):**

- ___ 1. Tenant –based rental assistance;
- ___ 2. Supportive services including, but not limited to health care, housing services, permanent housing placement, day care, nutritional services, short term payments for rent/mortgage/utility costs, and assistance in gaining access to local, state, and federal government benefits and services;
- ___ 3. Operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment, and other incidental costs;
- ___ 4. Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations;
- ___ 5. Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction and/or constructed, including closing costs and down payment assistance, interest buy downs, and similar activities that result in the transfer of title;
- ___ 6. Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact;
- ___ 7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under this part, if the approval is made by the same responsible entity that conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Sec. 58.47.

If your project falls into any of the above categories listed in 1. or 2. above, you have to submit a Request for Release of Funds (RROF). Submit this document, the RROF and the other forms required to DEED and wait the required 15 or 18 day (15 days for published, 18 days for posted) objection period. Additional information on required forms are listed on the Instructions for Environmental Review (attachments A2 and A3).

By signing below the Responsible Entity certifies that this project is Categorically Excluded and meets the conditions specified for such determination per 24 CFR 58.35(b).

You must keep a copy of this determination in your project files.

Ed Menk, Mayor, City of Brainerd

Responsible Entity Certifying Official Name and Title (please print)

Responsible Entity Certifying Official Signature

Date

Request for Release of Funds and Certification

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

OMB No. 2506-0087
(exp. 3/31/2011)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) Brainerd SCDP Program	2. HUD/State Identification Number CDAP-15-0038-O-FY16	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s) 14.228	5. Name and address of responsible entity City of Brainerd 501 Laurel St Brainerd MN 56401	
6. For information about this request, contact (name & phone number) Dennis Christenson 218-824-3432	7. Name and address of recipient (if different than responsible entity)	
8. HUD or State Agency and office unit to receive request Small Cities Development Program Minnesota Dept of Employment and Economic Dev.		

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) Brainerd SCDP Commerical Rehab Rental Rehab	10. Location (Street address, city, county, State)
--	--

11. Program Activity/Project Description

LMI Residential Rental Rehab - 17 units - Downtown Brainerd - Boundaries are Front Street on the North, 8th Street South on the East, Maples Street on the South and 6th Street South on the West.

SBA Commercial Rehab - 8 units - In slum and blight area designated by the City of Brainerd - Boundaries are Front Street on the North, 8th Street South on the East, Maple Street on the South and 6th Street South on the West.

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal ☐ did ☒ did not require the preparation and dissemination of an environmental impact statement.
4. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity

Title of Certifying Officer

Mayor, City of Brainerd

Date signed

X

Address of Certifying Officer

501 Laurel Street

Brainerd, Mn. 56401

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part I and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient

Title of Authorized Officer

Date signed

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)



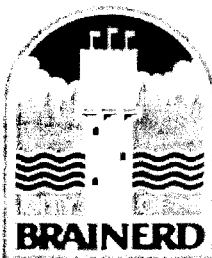
Brainerd City Council Agenda Request

PvF
#5a+b
Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Administrative Specialist - Adm Department Position

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Kris Schubert	Department: Administration/Finance
Presenter (Name & Title): Finance Director Connie Hillman	Estimated Time Needed: 5 minutes
Summary of Issue: Jennifer Loidolt, Administrative Specialist-Adm Department, recently submitted her resignation that was accepted with regret at the last council meeting. Staff requested additional time to review staffing needs and is now recommending that the current position be filled ASAP and that the attached job descriptions be approved. The 2016 base wage for this position is \$23.31 per hour and this position is subject to our Salary Administration Plan.	
Alternatives, Options, Effects on Others/Comments: HR Coordinator Kris Schubert has prepared two job descriptions - the first is a global job description that covers our Administrative Specialists in all departments. The second is a supplemental job description specific to the Administration Department personnel. Staff and our City Attorney have reviewed the job descriptions, but we have not had an opportunity for the union to review or provide input prior to distribution of the Council packet. We are hoping the Council will approve the job descriptions realizing that some slight changes may occur, but could be ratified at the 6/20/16 meeting.	
Recommended Action/Motion: 1. Authorize backfilling Ms. Loidolt's Administrative Specialist - Adm Dept position as soon as possible; further, to authorize the necessary funds to conduct the hiring process. 2. Approve the Global Administrative Specialist and supplemental Administrative Specialist - Adm. Department job descriptions noting that if any revisions are needed after union review/input, to have council ratify the final document at their June 20th Council meeting so the hiring process will not be delayed.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> Position budgeted for in 2016 Administration/Finance Department Budget.	



Administrative Specialist - Global

Department: Global

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work providing administrative support to department staff, receiving and processing incoming calls and visitors, preparing and maintaining records and files, typing a variety of documents, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the assigned department supervisor.

Qualification Requirements

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

Essential Functions

- Acts as receptionist; greets visitors; directs visitors to appropriate party; Handles inquiries or complaints from the general public in person or by telephone; forwards calls to appropriate party.
- Assists the public with the completion of standardized records or documents.
- Maintains a favorable image for the City as the initial contact for the City by exhibiting friendly, respectful and cooperative relationships with co-workers, elected officials, customers, consultants and contractors to help establish, maintain and enhance the City's reputation and demonstrate excellent service.
- Performs routine office tasks as assigned; enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system.
- Processes accounts receivable, accounts payable, payroll, budgetary and other financial data; prepares requisitions; assigns appropriate cost codes to invoices; performs calculations and posts to statistical and other records.
- Types a variety of documents including correspondence, forms, reports, requisitions, meeting minutes, agendas and related documents, etc. where a knowledge of format and presentation is necessary; answers routine correspondence independently.
- Assists in the coordination and preparation of periodic, special and other reports; collects information from a variety of sources and compiles data.
- Prepares and maintains a variety of office files, accounts and other records; prepares statistical and financial reports; assists with processing budget information.
- Enters work orders and logs information into a variety of spreadsheets.
- Receives, sorts, processes and distributes incoming and outgoing mail.
- Operates a variety of standard office and computer equipment.
- Maintains inventory and orders office supplies as directed.
- Regular attendance.

Administrative Specialist - Global

Page 2

Knowledge, Skills and Abilities

- Ability to represent the City in a positive and professional manner at all times; Provide friendly, courteous responses for coworkers, the public, associates, and vendors.
- Ability to perform a variety of routine and complex administrative support functions involving the use of independent judgment, personal initiative, and sensitivity.
- Thorough understanding of the organization and operations of the City and outside related agencies or organizations.
- Ability to analyze situations carefully and adopt effective courses of action.
- Proficient in the use of PC's and relevant software packages; Operate office equipment to produce complex/technical documents.
- Knowledgeable in standard office practices and administrative support techniques including accounting principles; accurately managing files and records; possess ability to create spreadsheets, compose correspondence, reports, and documents.
- Thorough knowledge of business English, spelling and arithmetic.
- Thorough knowledge of departmental programs, policies, and procedures.
- Ability to type accurately at a reasonable rate of speed.
- Ability to make arithmetical calculations.
- Ability to follow oral and written instructions.
- Ability to read and understand detailed and complicated policies, procedures and materials that contain specialized words and phrases.
- Ability to work independently and as a member of a team.
- Demonstrates organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.

Education and Experience

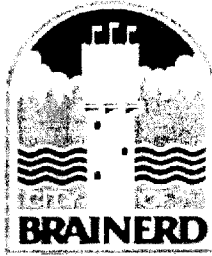
- High school diploma or GED.
- Coursework in business, secretarial science, or related field.
- Moderate experience in administrative support and office operations.
- Equivalent combination of education and experience.
- May require possession of or ability to acquire Notary Public license, depending on departmental assignment.

Physical Requirements

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

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

Last Revised: June 2, 2016



Administrative Specialist – Administration Department

Supplemental to Administrative Specialist - Global

Department: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs routine to skilled clerical and administrative work under the general supervision of the Finance Director. This position requires strong public relation skills and/or customer service duties relating to the operation of the Administration & Finance Departments. Performs other duties as apparent or assigned.

Essential Functions

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

SHARED ADMINISTRATION AND FINANCE CLERICAL ACCOUNTABILITIES

- Performs all functions of Administrative Assistant – Global position.

ADMINISTRATION ACCOUNTABILITIES

- Attends City Council meetings, prepares and coordinates agenda items, prepares minutes and coordinates distribution of packets.
- Performs follow-up Council meeting activities per Council action, including publication of required legal notices.
- Maintains permanent Ordinance, Resolution, and City Council minutes books. Maintains and updates City Code.
- Establishes and maintains electronic (scanning) and physical filing and storage of city documents.
- Maintains Notary Public status and notarizes documents.
- Assists with Wellness Program coordination, event planning, etc.
- Assists with Records Retention policy / information requests.

FINANCE ACCOUNTABILITIES

- Performs payroll activities for all City Departments, by compiling data from time sheets, transfers and/or enters data into computer payroll system, reviews wages, deductions and makes corrections to ensure accuracy of payroll and compliance with various union contracts, and issuing payroll checks and maintaining direct deposit transfers.

Administrative Specialist – Administration Department

Page 2

- Updates / maintains payroll information and enters into payroll maintenance system in regards to pay rates, account numbers for payroll distribution, tax withholding information, and various payroll deductions for each employee.
- Develops/maintains computer spreadsheets for reconciling employee benefits, monitoring COBRA and FMLA periods, tracking length of employment of seasonal employees to determine eligibility for participation in PERA and compliance with Affordable Care Act.
- Prepares invoices, check requests and electronic file transfers; submits payment for tax withholding, court mandated withholdings, and employee benefits (i.e. union dues, health and dental, life insurance etc.)
- Prepares and files quarterly and annual reports (i.e PERA, W2/W3, ACA 1095/0914, 941).
- Assists Transit Department with daily bus revenue collections / documentation.
- Administers the City Parking Lot rental program.
- Assists with City election duties as needed.
- Accepts payments and issues receipts.

SPECIAL PROJECTS & DUTIES

- Assists employees and/or HR Coordinator with, including, but not limited to, new employee orientation, training, benefit issues, cafeteria plan, insurance programs, retirement / severance pay, work comp, etc.
- Assists with benefits administration, processes plan enrollments, changes and terminations; assists with the coordination of open enrollment meetings, material and processing.
- Assists with administering compensation and benefits, insurance, work comp, unemployment information requests and verification of employment requests.
- Updates and files required surveys as needed (i.e. League of MN Cities, Bureau of Labor Statistics)

Knowledge, Skills and Abilities

- Ability to attend limited evening meetings as assigned.
- Ability to independently prepare correspondence, memoranda and minutes of meetings.
- Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- General knowledge of applicable accounting and payroll laws, regulations, policies, practices, procedures and guides.
- General knowledge of human resources and employee benefits principles, concepts and practices.
- Ability to maintain confidentiality in accordance with data practice laws, policies and procedures;
- Working knowledge of City's policies and procedures, including safety practices and procedures.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS

- Three (3) years of progressively responsible office related experience that includes word processing, taking/preparing meeting minutes, and providing customer service. Secondary education coursework in office practices can substitute for up to one-half of the experience required.

DESIRABLE QUALIFICATIONS

- Previous clerical and/or accounting (payroll) experience, preferably in a governmental setting, is highly desirable.
- An A.A. or A.S. degree in business, office administration, accounting or a closely related field

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

Last Revised: June 2, 2016



Brainerd City Council Agenda Request

#8A

Agenda Item #

Requested Meeting Date: June 6, 2016**Title of Item:** Annexation Request, 11427 Easy Street, Hold Public Hearing/Adopt Ordinance

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☒ Hold Public Hearing* ☒ Ordinance 2 nd Reading
Submitted by: Mark Ostgarden	Department: Planning
Presenter (Name & Title): Same	Estimated Time Needed: 5 Minutes
Summary of Issue: Robert and Andrea Marohn have submitted an annexation request for two parcels at 11427 Easy Street, Brainerd, MN. The property is located in Oak Lawn Township with Rice lake frontage. Attached is a map depicting the proposed annexation area. The required public hearing is scheduled for the June 6th meeting. A copy of the ordinance approving the annexation is attached.	
Alternatives, Options, Effects on Others/Comments: The annexation qualifies for annexation by ordinance. A criteria for this type of annexation is the property must abut the current city limits. The property is separated by water from city limits; however, the Municipal Boundary Adjustment Unit for the State has determined that lands across a body of water can be considered abutting city limits. This is how parcels to the northwest along Easy Street were approved for annexation some years ago. State Statute requires that the municipality shall schedule a public hearing and provide 30 days notice of the hearing to all land owners in the proposed annexation area and to the State property owners adjacent to the proposed annexation which was done by certified mail. The City Council can approve the annexation or it can deny the request should they find the property does not warrant annexation.	
Recommended Action/Motion: Approve the final reading and adoption of Ordinance No. 1450 following the required public hearing; thus authorizing the property annexation as legally described.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



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Turning Trl

In the City

Easy St

Pine Shores Rd

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Proposed
Annexation
Ord. 1450

17

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GD

RICE

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GAP



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.

Marohn Annexation

Date: 6/1/2016 Time: 3:12:53 PM



**ORDINANCE
NO. 1450**

**AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN
PROPERTIES LOCATED IN OAK LAWN TOWNSHIP, CROW WING COUNTY,
TO THE CITY OF BRAINERD, CROW WING COUNTY MINNESOTA, PURSUANT
TO MINNESOTA STATUTE 414.033**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Robert and Andrea Marohn, 11427 Easy Street, Brainerd, MN 56401, the fee owner of certain property in the County of Crow Wing, State of Minnesota, described as follows:

LOT 3 AND LOT 4 EXCLUDING THE NORTHWESTERLY 32 FEET THEREOF PINE SHORES FIRST SUBDIVISION, Crow Wing County, Minnesota.

P.I.N. # 811080000030009 & 81108000004B009
Sect/Town/Range: 17/45/30

filed a petition with the City Council of the City of Brainerd pursuant to Section 414.033, Subdivision 2 (3) of the Minnesota Statutes. This property is located within Oak Lawn Township of Crow Wing County. This area contains approximately .26 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 has held the required public hearing and notified the town along with all landowners within and contiguous to the area being annexed.

SECTION FIVE: That Council of the City of Brainerd deems the annexation of said realty to the City of Brainerd to be in the best interest of the City of Brainerd and the territory affected and accordingly, said realty is hereby annexed to the City of Brainerd as R-1 (Single Family Residential) District so as to become and be part of the City of Brainerd and included within its corporate limits and boundaries thereof.

SECTION SIX: 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. However, the City shall make a cash payment to the town for the period and in accordance with the following schedule:

- i. In the first year following the year the City could first levy on the annexed area, and amount equal to 90% of the property taxes distributed to the town in regard to the annexed area in the last year the property taxes from the annexed area were payable to the town;
- ii. In the second year, an amount equal to 70%;
- iii. In the third year, an amount equal to 50%;
- iv. In the fourth year, an amount equal to 30%; and
- v. In the fifth year, an amount equal to 10%.

SECTION SEVEN: This Ordinance shall take effect and be in force one week from and after its publication and is further subject to final approval of Minnesota Municipal Boundary Adjustment Unit.

Adopted this ____ day of _____, 2016

GARY SCHEELER
President of the Council

Approved this ____ day of _____, 2016

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

Published: One Time, _____



Brainerd City Council Agenda Request

#8B

Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: 1st Reading of Ordinance 1452

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☒ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Fire Chief Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Holmes	Estimated Time Needed: 5 minutes
Summary of Issue: First reading of Ordinance 1452, An Ordinance Amending Brainerd City Code Section 421 Uniform Fire Code.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Proceed with the first reading of Ordinance 1452.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

**ORDINANCE
NO. 1452**

**AN ORDINANCE AMENDING BRAINERD CITY CODE SECTION 421
UNIFORM FIRE CODE**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 421 shall be amended by adding and removing the following:

Section 421 – Uniform Fire Code

421.01 Adoption of the 2015 Minnesota State Fire Code. Subdivision 1. The 2015 Minnesota State Fire Code, as adopted pursuant to Minnesota Statute 299F.011, is hereby adopted as the Fire Code for the City of Brainerd for the purpose of prescribing regulations governing conditions hazardous to life or property from fire, hazardous materials, or explosives. The provisions of the 2015 Minnesota State Fire Code, appendices B, C, D, F, H, I and K thereto, the International Fire Code published by the International Code Council Inc., (Falls Church, Virginia) and any and all amendments and changes thereto adopted by the Minnesota Commissioner of Public Safety through the Division of Fire Marshal and set forth in Minnesota State Rules and Regulations of the Department of Public Safety, Fire Marshal Division, Chapter 7511 except as modified or amended by this Section, are hereby adopted by reference and made a part of this Section as if set forth herein. One copy of this Code shall be marked as the official copy and shall be on file in the office of the State Fire Marshal.

Subd. 2. The rules and codes governed by this Section shall be enforced by the Brainerd Fire Department which shall be operated under the supervision of the Chief of the Fire Department. The Fire Chief may appoint an employee, or employees, of the Fire Department to carry out the duties of Fire Inspector.

Subd. 3. The Fire Inspector shall prepare fire prevention policies for the interpretation and efficient administration of this code, which policies shall not require approval of the City Council. A copy of said policies shall be maintained on file in the office of the Fire Inspector.

Subd. 4. If there is conflict between or among any of the provisions or policies of the above mentioned codes, standards or policies, the following orders of precedence shall apply:

- 1) The City's fire prevention code.
- 2) The Minnesota State Fire Code.
- 3) Standards of the National Fire Protection Association or other nationally recognized fire-safety standards as are approved by the Fire Inspector.

421.03 Definitions. Subdivision 1. Wherever the word “jurisdiction” is used in the 2007 Minnesota State Fire code, it shall mean the City of Brainerd.

Subd. 2. Whenever the term “this Code” is used in the 2015 Minnesota State Fire Code or this Section, it shall mean the Code adopted pursuant to this Section.

Subd. 3. “Fire service” means any deployment of firefighting personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life, or property in an area threatened by fire. It also includes the deployment of firefighting personnel and/or equipment to provide fire suppression, rescue, extrication, and any other services related to fire and rescue as may occasionally occur.

421.05 Amendments to the Minnesota State Fire Code. Subdivision 1. Section 314 of the 2015 Minnesota State Fire Code is amended to add a new section 314.5 to read: Solid Fuel Burning Appliances in Exhibit Halls and Assembly Occupancies. Use of solid fuel burning appliances for display purposes is prohibited in assembly occupancies other than cooking fuel as described in NFPA 101, 2000 Edition, Section 12.7.1.4. Solid fuel burning appliances may be defined as any appliance that uses decomposition of cellulose material, hydrocarbon solids, animal fat or proteins to produce heat or leaves an ash residue. This would include plant products or materials, wood, coal, mesquite, etc.

Subd. 2. Section 314 of the 2015 Minnesota State Fire Code is amended to add a new Section 314.6 to read: Compressed flammable gas cylinders and flammable or combustible liquids. Compressed flammable gas cylinders and flammable or combustible liquids used for display purposes are prohibited within exhibit hall and assembly occupancies.

Subd. 3. Section 505.1 of the 2015 Minnesota State Fire Code relating to Address Numbers is amended by adding the following language: New and existing buildings and buildings under construction or demolition shall have approved address numbers, building numbers, or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. Buildings with multiple tenants/addresses shall place approved numbers or addresses on front and rear doors identifying each address. These numbers shall contrast with their background. Address numbers shall be Arabic numerals. Numbers shall be a minimum of 6 inches high with a minimum stroke width of 0.5 inch (12.7 mm).

Exception: R-3 Occupancies shall have a minimum of 4 inches high with a minimum stroke width of 0.5 inches (12.7 mm).

Subd. 4. Section 3308.2.2 of the 2015 Minnesota State Fire Code Proximate Audience Displays is amended by adding the following language: Indoor displays of fireworks, pyrotechnics and open flame performances to proximate audiences are prohibited within the City.

Subd. 5. Section 105.1.1 of the 2015 Minnesota State Fire Code is hereby replaced in its entirety with the following language:

- 1) Permit required. No person shall engage in any activity, operation, practice, or function listed below without first having obtained a permit from the Fire Inspector, or designee, or MN State Fire Marshal. Permits shall be kept on the premises designated therein at all times and shall be readily available for inspection.
 - a) Installation and removal of all fire suppression systems.
 - b) Installation and removal of all fire alarm, monitoring, or related systems.
 - c) Installation and removal of underground or above-ground tanks for the storage or use of flammable or combustible liquids, gas, or any hazardous material.
 - d) Installation of spray booths or spray areas involving spraying or dipping operations utilizing flammable or combustible liquids and spray booths involving the application of powders by powder spray guns, electrostatic powder spray guns, fluidized beds, or electrostatic fluidized beds.
 - e) Installation of smoke removal systems
 - f) Storage of explosives, black powder, and blasting agents.
 - g) Use of explosives.
 - h) Fireworks sales, displays, and pyrotechnic special effects material.
 - i) Any open burning.
 - j) Carnivals and fairs.
 - k) Exhibition and trade shows and any special event requiring a fire safety inspection.
 - l) Temporary membrane structures, tents, and canopies.

(Amended Ord. 1352 – 2010)

- 2) The fees for such permits, if any, shall be in an amount set forth in the City's Fee Schedule as adopted by City Council resolution from time to time.

421.06 Additional Fire Department Fees. Subdivision 1. The Fire Department is authorized to charge fees for annual fire safety inspection and follow-up inspections, fire watch supplied by the Fire Department, and family day care and/or foster care home initial licensure inspections.

Subd. 2. Fees for Emergency Protection Fire Services. The Fire Department is authorized to charge for fire service as authorized by Minn. Stat. §§ 366.011, 366.012,

and 415.01. The Fire Department may charge fees for fire service provided to owners of property within the City who receive fire service, anyone who receives fire service as a result of a motor vehicle accident or fire within the City, and owners of property in towns or cities to which the City provides fire service pursuant to a fire protection contract in accordance with the terms of the applicable fire protection contract.

Subd. 3. False alarms may be billed as a fire call.

Subd. 4. The fees for services under this section, if any, shall be in an amount set forth in the City's Fee Schedule as adopted by City Council resolution from time to time.

Subd. 5. A person requesting and receiving fire services may be billed directly by the Fire Department. If the person receiving the fire services did not request services but a fire or other situation exists which, at the discretion of the Fire Department personnel in charge requires fire service, the person will be charged and billed. If the fire service charge remains unpaid for thirty days after a notice of delinquency is sent by the City, the City may, on or before October 15 of each year, certify the unpaid fire service charge to the county auditor in which the recipient of the service owns real property for collection with property taxes in accordance with Minn. Stat. § 366.011.

Subd. 6. A person billed for fire services may appeal the billing by filing an appeal of the billing in writing with the Fire Chief within fifteen (15) days of receipt of the billing. The appeal will be heard by the Personnel and Finance Committee at its next available meeting. The Personnel and Finance Committee shall make a recommendation to affirm, repeal, or modify the billing to the City Council.

421.07 Enforcement. The Fire Chief or designee is authorized to enforce the provisions of the Minnesota State Fire Code and this Section.

421.09 Penalties. A person who violates the provisions of the Minnesota State Fire Code or this Section after being given written notice shall be guilty of a misdemeanor. Each day's violation after notice thereof shall constitute a separate offense.

421.11 Appeals. Whenever the Fire Inspector or Chief of the Fire Department, as the case may be, disapproves an application or refuses to grant a permit applied for, or when it is claimed that the provisions of the Code and Standards do not apply or that the true intent and meaning of the Code and Standards have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Fire Inspector or Chief to the Brainerd City Council Safety and Public Works Committee within thirty (30) days from the date of the Inspector's or Chief's decision.

421.13 New Materials, Processes, or Occupancies That May Require Permits. The Building Official, the Chief of the Fire Department and the Fire Inspector shall act as a committee to determine and specify, after giving affected persons an opportunity to be heard, any new materials, processes or occupancies for which permits are required in

addition to those now enumerated in the Code and Standards. The Chief shall post such list in a conspicuous place in the office of the Chief, and distribute copies thereof to interested persons.

421.15 Repeal of Conflicting Ordinances. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this Section of the Code and Standards hereby adopted are repealed.

421.17 Validity. The City Council hereby declares that should any section, paragraph, sentence or word of this Section of the City Code or of the Code or Standards hereby adopted be declared for any reason to be invalid, it is the intent of the City Council that it would have passed all other portions of this Ordinance independent of the elimination here from of any such portion as may be declared invalid.

(Added Ord. 902 – 1991)

(Amended Ord. 978 – 1994, Ord. 1069 – 1999, Ord. 1201 – 2003, Ord. 1321 – 2008)

SECTION TWO: All other provisions of Section 421 shall remain in full force and effect.

SECTION THREE: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this ____ day of _____, 2016

GARY SCHEELER
President of the Council

Approved this ____ day of _____, 2016

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

Published: One time, _____



Brainerd City Council Agenda Request

#9A

Agenda Item #

Requested Meeting Date: June 6, 2016

Title of Item: Consider Offer on 3 Tax Forfeited Developments

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title):	Estimated Time Needed: 15 minutes
Summary of Issue: Council members have received details of a proposed purchase of lots in Brainerd Oaks, Serene Pines and Dalmar Estates from the Paxmar Co. The proposal calls for Crow Wing County to deed to the Crow Wing County HRA lots in each subdivision; the HRA would then sell the lots to Paxmar. The City Council is involved due to the unpaid special assessments in each plat; in addition the developer has also made requests in the proposal which will impact other city concerns: SAC & WAC; park fees.	
Alternatives, Options, Effects on Others/Comments: Attached are four options for the Council to consider in response to the Paxmar proposal. One of the options would request that the Crow Wing County HRA prepare a Request for Proposal (RFP) to be advertised and made available to any firm or individual. Should that option be chosen I recommend that any costs be paid by the City since the Crow Wing County role is to offer tax forfeited land for sale through the standard process; the HRA is currently serving solely as a conduit to assist both the county and the city.	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No No estimate on Preparation, Advertising of RFP <u>Please Explain:</u>	

Brainerd City Council

June 6, 2016 Agenda Item

Sale of 3 Tax Forfeited Developments/ Consideration of Special Assessments

Option 1:

Request that the Crow Wing County HRA prepare and issue Requests for Proposals on all three subdivisions; the City to reimburse CWC HRA for expenses; issue RFP's no later than _____ with a submission deadline of _____; HRA to refer offers to Council at its _____ 2016 meeting.

Option 2:

Request CWC HRA to further negotiate terms with Paxmar with the expressed intent of increasing dollar amounts to the City of Brainerd for those sections of the proposal pertaining to SAC and WAC, park fees and amount of unpaid special assessments per lot.

Option 3:

- A. Accept the CWC HRA offer to Paxmar Co. of \$912,300 for 83 lots in Brainerd Oaks (\$4,875/lot), 23 lots in Serene Pines (\$14,490/lot), 7 lots in Dalmar Estates (\$20,775/lot) with a min. of 10 lots purchased and max. of 30 lots annually; City of Brainerd to reduce SAC & WAC to \$750 per utility per lot and City of waive any park fees, with provision that remaining assessments will not be re-certified.
- B. Paxmar has suggested the same purchase price of \$912,300 but that the park fees of \$46,500 and \$167,400 for SAC and WAC be prepaid from that total purchase amount; then at time of construction permit issuance the builder will pay \$750 each in SAC and WAC; the net effect of this suggestion translates into more assessments would be forgiven.

Option 4: Decline the Paxmar proposal and develop through the HRA alternative means of placing the lots on the tax rolls and addressing the unpaid special assessments.