

CITY COUNCIL AGENDA

Brainerd, Minnesota
TUESDAY, September 6, 2016
7:30 P.M.
Brainerd City Hall
Council Chambers

Showcasing Brainerd – 7:15 P.M.

***LifeLink III Air Medical Transport,
Kolby Kolbet, VP of Clinical Services***

_____ S. Hilgart
_____ M. Koep
_____ D. Pritschet
_____ K. Bevans
_____ G. Scheeler
_____ G. Johnson
_____ C. Borkenhagen
_____ 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 August 15, 2016, as distributed
 - B. Approval of Licenses – (See Attachment)
 1. Contractor's Licenses – 2 – New
 2. Contractor's Licenses – 5 – Renewals
 - C. Department Activity Reports – (See Attachments)
 1. Fire Chief
 2. Park Director
 3. City Administrator

D. FY 2017 TZD Resolution – Adopt Resolution Authorizing Police Chief McQuiston to be Fiscal Agent and Administer the 2016-2017 Traffic Safety Enforcement Grant – (See Attached Resolution)

6. Council Committee Reports

A. Personnel and Finance Committee Report

1. Approval of Bills & Payments to Contractors

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained On Project</u>
Northwoods Landscaping	10-03	Downtown Maintenance	\$2,700.00	0
Anderson Brothers	16-04	2016 Street Patching – Final	\$22,065.38	0
Braun Intertec	16-03	2016 Seal Coat thru 7/29	\$687.50	0
Braun Intertec	14-15	Airport Utility Ext – Testing thru 8/5	\$6,296.75	0
S.E.H.	14-15	Airport Utility Ext thru 7/31	\$74,698.44	0
WSN	16-06	San Sewer – Block 46 thru 8/6	\$2,430.00	0
WSN	16-11	Bridge Inspection thru 8/6	\$1,938.08	0

2. LMCIT Renewal for 2016-2017

3. Computer Security/End Point Protection

4. Subordination Agreement – Move to 3rd Position

5. Trainee Election Judge Wage

6. Election Emergency Plan

7. Clarify Date for Future General Wage Adjustment

8. Police Department – Employee Out of State Travel

9. Fire Department – State Turnout Gear Washer Grant Program

10. Fire Department – DNR Grant Award

11. 2017 Budget – Set Budget Workshop

B. Safety and Public Works Committee Report

- 1. Transit Bus Property Damage Release**
- 2. Transit Bus Purchase Resolution**
- 3. Event/Street Closure – Homecoming**
- 4. Event/Street Closure – Fire Department Open House**
- 5. Improvement 16-04 – 2016 Street Patching Project Overage**
- 6. Improvement 16-06 – Block 46 Sanitary Sewer – Acceptance of Bids**
- 7. Improvement 15-11 – Sanitary Sewer Interceptor on BIC Property**

7. Unfinished Business

- A. CWC HRA Chair Mike Kneeland – Presentation Relating to Process and History of Redevelopment Project No. 1**
- B. Public Hearing – Redevelopment Plan for Redevelopment Project No. 1 Proposed by the Housing and Redevelopment Authority in and for the County of Crow Wing – Adoption of a Resolution**
- C. Correction to Ordinance No. 1457 – Robert and Andrea Marohn Annexation, 11427 Easy Street**
- D. 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

8. New Business

- A. Police Department – NJPA Drug Task Force Funding**

9. Public Forum: Time allocated for citizens to bring matters not on the agenda to the attention of the Council – Time limits may be imposed.

10. Staff Reports – Written

(Verbal: Any Updates since Packet)

11. Council Member Reports

12. Committee Recommendations – Recommended by Mayor Menk

A. Wayne Erickson – EDA – Term to Expire on 9/7/2022

13. Adjourn

NOTE: Safety and Public Works Committee will meet at 6:45 P.M.
Personnel and Finance Committee will meet at 6:15 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"***

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 as present: Borkenhagen, Hilgart, Koep, Pritschet, Bevans, Johnson and Scheeler. Mayor Menk was also noted as present.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON TO ADOPT THE CONSENT CALENDAR AS PRESENTED.

- A. Approval of the Minutes of the Regular Meeting held on August 1, 2016, and the Special Meeting on August 11, 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. Mayor
 - 2. Police Chief
 - 3. Finance Director – Distributed to Council Members
- D. Minnesota Lawful Gambling – Application for Exempt Permit – Submitted by the Brainerd Fire Department Relief Association for a Raffle to be held on December 5, 2016 at the Brainerd Fire Department – Approved**
- E. Resolution 31:16 Adopted – Approving the Minnesota Lawful Gambling Premises Permit Application as Submitted by Confidence Learning Center for Gambling Activity at The Local, 723 Mill Avenue, Brainerd**
- F. Application and Permit for a 1-4 Day Temporary On-Sale Liquor License – Submitted by the Brainerd American Legion for an Event to be held on August 27, 2016 at the NP Event Space, 210 Blacksmith Circle, Brainerd – Approved**
- G. Application and Permit for a 1-4 Day Temporary On-Sale Liquor License – Submitted by Mount Ski Gull/Ski Gull Inc. for an Event to be held on September 22, 2016 at the NP Event Space, 210 Blacksmith Circle, Brainerd – Approved**

H. Resolution No. 32:16 Adopted – Authorizing Proper Signatures on the Joint Powers Agreement between the City and BCA for Minnesota Internet Crimes Against Children Task Force (MICAC)

I. Resolution No. 33:16 Adopted – Accepting Donations and/or Contributions from April 1, 2016 through June 30, 2016

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

Council Committee Reports

Personnel and Finance Committee Report:

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

General Fund to Public Safety Fund	\$ 75,000
General Fund to Park Fund	\$ 80,000
General Fund to Street & Sewer Fund	\$ 30,000
General Fund to Airport Fund	<u>\$ 12,960</u>
	\$197,960

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained On Project</u>
Braun Intertec	14-15	Construction materials thru 7/18/16	\$7,131.25	N/A
Tom's Backhoe Svc	14-15	Pay Application #4, Brd Airport Util Ext, thru 7/29/16	\$1,430,040.17	\$185,323.26

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET 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 Borkenhagen, Hilgart, Koep, Pritschet, Bevans, Johnson and Scheeler voted “aye.” No member voted “nay.” The Chair declared the motion carried.

2015 TIF Report – Accept Report as Presented – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ACCEPT THE 2015 TIF REPORT AS PRESENTED.

Marketing of Tax Forfeit Property – Informational

Committee Chair Koep reported that the Personnel and Finance Committee had discussed the many options available for legal marketing strategies on tax forfeit property. She stated that there is no motion at this point.

Board/Commission Compensation Validity – Discontinue All Compensation for City Appointed Boards/Committees/Commissions Other than the Brainerd Public Utilities Commission Effective December 31, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND HILGART TO DISCONTINUE ALL COMPENSATION FOR CITY APPOINTED BOARDS/COMMITTEES/COMMISSIONS OTHER THAN THE BRAINERD PUBLIC UTILITIES COMMISSION EFFECTIVE DECEMBER 31, 2016.

Committee Chair Koep stated that inequity could be discussed indefinitely; however, the City Charter states that a board or committee cannot be compensated except by resolution of the Council. She stated that the Public Utilities Commission is the only board that has such a resolution in place and that the validity of the payments in relation to the City Charter is what needs to be further considered by Council.

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

Police Department – Request to Attend Out-of-State Bomb Technician Training – Authorize Brainerd Police Officer Tim Friis to Travel Out-of-State to Attend Regional Bomb Technician Training in Springfield, Indiana from September 19-23, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE BRAINERD POLICE OFFICER TIM FRIIS TO TRAVEL OUT-OF-STATE TO ATTEND A REGIONAL BOMB TECHNICIAN TRAINING IN SPRINGFIELD, INDIANA FROM SEPTEMBER 19-23, 2016.

Fire Department – Authorize the Advancement to Step C or 95% of Base Wage for Fire Marshal/Deputy Chief David Cox Retroactive to August 1, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE ADVANCEMENT TO STEP C OR 95% OF BASE WAGE FOR FIRE MARSHAL/DEPUTY CHIEF DAVID COX RETROACTIVE TO AUGUST 1, 2016.

Administration Department – Authorize the Advancement to Step D or 100% of Base Wage for City Administrator James M. Thoreen Retroactive to August 3, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE THE ADVANCEMENT TO STEP D OR 100% OF BASE WAGE FOR CITY ADMINISTRATOR JAMES M. THOREEN RETROACTIVE TO AUGUST 3, 2016.

Committee Chair Koep reported that clarification of the date for future wage increases to the City Administrator’s salary will be discussed at the September 6, 2016 meeting.

Safety and Public Works Committee Report

Library Parking Lot Resurfacing – Include Costs in the 2017 Crack Filling and Chip Sealing Contracts – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO INCLUDE THE RE-SURFACING OF THE LIBRARY PARKING LOT IN THE 2017 CRACK FILLING AND CHIP SEALING CONTRACTS.

Acceptance of Deed for Rotary Park – Accept Deed for Land located on the Northerly Portion of Lot 1 Block 1 Shirmar Woods First Addition and Send Letter of Thanks to Mr. Gary Larson and Ms. Beverly Gotti for their Donation – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO ACCEPT DEED FOR LAND LOCATED ON THE NORTHERLY PORTION OF LOT 1 BLOCK 1 SHIRMAR WOODS FIRST ADDITION AND SEND LETTER OF THANKS TO MR. GARY LARSON AND MS. BEVERLY GOTTI FOR THEIR DONATION.

City Planner Ostgarden stated that the desire is to create a trail loop that crosses Little Buffalo Creek which would require a non-motorized transportation bridge. Maintenance of the trail was discussed; however, the level of commitment cannot be determined at this early stage.

Members Borkenhagen, Hilgart, Pritschet, Bevans, and Scheeler voted “aye.” Members Koep and Johnson voted “nay.” The Chair declared the motion carried.

Joint Meeting with WBCC – To be held at 6:00 P.M. on September 26, 2016 in the City Hall Conference Room – Informational

Committee Chair Bevans reported that a joint meeting of the Safety and Public Works Committee and the Walkable Bikeable City Committee has been set for 6:00 P.M. on September 26, 2016 in the City Hall Conference Room.

Downtown Maintenance Update – Informational

City Planner Ostgarden reported that the owner of the contracted landscaping company had lost his cell phone which resulted in lack of contact recently. The contractor also experienced lack of staff for two months. He stated that he will keep the Council up to date as progress occurs.

City Code Section 403 – Enforcement of House Numbers – Cancel Temporary Suspension of Notification Letters and Resume Notification and Enforcement Actions Immediately – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO CANCEL THE TEMPORARY SUSPENSION OF HOUSE NUMBER VIOLATION NOTIFICATION AND TO RESUME NOTIFICATION AND ENFORCEMENT IMMEDIATELY.

Improvement 14-15 – Appeal of Change Orders #3 and #4 – Drop Appeal and Notify Contractor of Decision – Approved

City Attorney Langel reviewed the situation and process for appeal, stating that a document substantiating the reason for the appeal to the change orders is required.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO DROP THE APPEAL OF CHANGE ORDERS #3 AND #4 FOR IMPROVEMENT 14-15 (AIRPORT UTILITY EXTENSION) AND TO NOTIFY THE CONTRACTOR OF THIS DECISION.

Unfinished Business

Public Hearing – Final Reading of Proposed Ordinance No. 1457 – An Ordinance Providing for the Annexation of the Robert & Andrea Marohn Property at 11427 Easy Street, PID #811080000590009 – Approved

The Chair opened the Public Hearing at 8:31 P.M. No one came forward.

The Chair closed the Public Hearing at 8:32 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1457 – AN ORDINANCE PROVIDING FOR THE ANNEXATION OF THE ROBERT & ANDREA MAROHN PROPERTY AT 11427 EASY STREET, PID #811080000590009; FURTHER, TO DISPENSE WITH THE ACTUAL READING.

Committee Member Koep brought up concerns with water erosion to the road; she asked if the City will need to take care of this issue in the future rather than Oak Lawn Township based on it being annexed into the City.

City Attorney Langel stated that the issue would be handled between the property owner and the township based on it being a roadway issue and not a water and sewer issue.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT ORDINANCE NO. 1457 – AN ORDINANCE PROVIDING FOR THE ANNEXATION OF THE ROBERT & ANDREA MAROHN PROPERTY AT 11427 EASY STREET, PID #811080000590009.

ORDINANCE NO. 1457

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

Public Hearing – Final Reading of Proposed Ordinance No. 1459 – Rezoning Property located South of Quince Street on S. 6th Street and S. 7th Street to just South of Willow Street from a B-4 (General Commercial) District to a B-2 (Neighborhood Business) District and R-2 (One and Two Family Residential) District – Approved

The Chair opened the Public Hearing at 8:33 P.M. No one came forward.

The Chair closed the Public Hearing at 8:34 P.M.

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

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

ORDINANCE NO. 1459

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

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

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

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

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

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

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

ORDINANCE NO. 1460

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

Public Hearing – Final Reading of Proposed Ordinance No. 1461 – Zoning Ordinance Text Amendment – Section 22, Off Street Parking – To Remove Minimum Off Street Parking Requirements in Certain Zoning Districts – Approved

The Chair opened the Public Hearing at 8:38 P.M. No one came forward.

The Chair closed the Public Hearing at 8:39 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1461 – ZONING ORDINANCE TEXT AMENDMENT – SECTION 22, OFF STREET PARKING – TO REMOVE MINIMUM OFF STREET PARKING REQUIREMENTS IN CERTAIN ZONING DISTRICTS; FURTHER, TO DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO ADOPT ORDINANCE NO. 1461 – ZONING ORDINANCE TEXT AMENDMENT – SECTION 22, OFF STREET PARKING – TO REMOVE MINIMUM OFF STREET PARKING REQUIREMENTS IN CERTAIN ZONING DISTRICTS.

ORDINANCE NO. 1461

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

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

Public Hearing on Re-development Plan for Tax Forfeited Properties in the Subdivisions of Brainerd Oaks, Dal Mar Estates and Serene Pines as Forwarded by the Crow Wing County HRA – To be Held on Tuesday, September 6, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET, DULY CARRIED, TO CALL FOR A PUBLIC HEARING PURSUANT TO MINNESOTA STATUTES 469.028 ON SEPTEMBER 6, 2016 TO DISCUSS THE RE-DEVELOPMENT PLAN FOR TAX FORFEITED PROPERTIES IN THE SUBDIVISIONS OF BRAINERD OAKS, DAL MAR ESTATES AND SERENE PINES AS FORWARDED BY THE CROW WING COUNTY HRA.

Per agenda request, the Council requests the Brainerd City Planning Commission to hear the proposal and forward a written recommendation to Council as soon as possible.

City Planner Ostgarden stated that the Planning Commission will discuss the item at their meeting on Wednesday, August 17, 2016.

Public Forum

The Chair recognized Oak Lawn Township Representative William Durham who discussed the road maintenance agreement between the City and Oak Lawn Township.

The Chair recognized BIC Owner Mike Higgins who gave an update on the recycling center and stated that they are taking in wood from the storms last year and this year which will be sold to a power company in the cities to be turned into wood chips.

Staff Reports

Written: A report from City Administrator Thoreen was attached to the Packet which included an update on election judges and an update and report relating to the Facilities Committee.

City Planner Ostgarden reported that 190 people are signed up for the community survey panel and the City is looking for 110 more.

Council Member Reports

Council Member Borkenhagen suggested that Council Members share the link to the Community Survey on social media if applicable: <http://www.ci.brainerd.mn.us/CivicAlerts>

Council Member Hilgart thanked those who organized the City employee picnic, stating it was a fun event with good food and company. She also reported that at the recent BLAEDC meeting it was stated that there will be no increase in the amount they are requesting from the City.

Council Member Koep discussed the recent newspaper article relating to new ownership of the methadone clinic located on the outskirts of Brainerd. She stated that she feels the City should voice their denial of support for the clinic being in Brainerd at all.

MOVED AND SECONDED BY ALDERMEN KOEP AND HILGART, DULY CARRIED, THAT THE CITY OF BRAINERD GO ON RECORD TO STATE THAT THE CITY COUNCIL IS NOT IN SUPPORT OF A METHADONE CLINIC BEING LOCATED IN THE CITY OF BRAINERD.

Alderman Hilgart stated that county and state representatives should know that this is the Council's position so they may lobby against it based on citizen concerns and the deterrence to development in that area.

Council Member Koep recommended that based on the information on the Facilities Committee included in the packet, the Committee should hold a meeting to review the information and return to Council with recommendations. City Administrator Thoreen stated that he would follow up with this request.

Council Member Johnson reported that after three years of applying, the Brainerd HRA has been awarded funds through the Resident Opportunities and Self-Sufficiencies (ROSS) Grant. He stated this will provide the HRA the opportunity to hire a coordinator to connect residents with career and educational resources to help public housing residents to achieve economic independence.

Mayor Menk reported that last week he attended the 194th Tank Battalion Reunion and that area residents might have noticed the 300 participants of the ten or twenty mile run which was part of the reunion. He stated that during the week of September 9, 2016, an organization called "Northern Tin" which specializes in the reconditioning and refurbishing of antique vehicles will be hosting a large event at the Crow Wing County fairgrounds.

Adjourn

The Chair adjourned the meeting at 9:03 P.M.

James M. Thoreen
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
September 6, 2016
(2 New, 5 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
LOCHNER PLUMBING, INC. 28251 103RD STREET PIERZ, MN 56364 16-0189	(320) 412-6398	PLUM	4/9/2017	12/31/2017	PC644836
KENKO DRYWALL, INC. 14181 242ND AVENUE PIERZ, MN 56364 16-0190	(320) 980-1789	DRYW	8/15/2017	12/31/2016	
SIBBERT DRYWALL LLC 23072 SWAN LANE MERRIFIELD, MN 56465 16-0191 (new)	(218) 838-0702	DRYW	3/15/2017	12/31/2016	
LUKE WILSON CONSTRUCTION 1003 2ND STREET S COLD SPRING, MN 56320 16-0192 (new)	(218) 393-3771	GENL	6/1/2017	12/31/2016	
BUYSSE ROOFING OF ST. CLOUD, INC. 2904 7TH STREET SOUTH WAITE PARK, MN 56387 16-0193	(320) 255-9140	ROOF	8/15/2017	12/31/2016	
CENTRAL LAKES DRYWALL, INC. PO BOX 2569 BAXTER, MN 56425 16-0194	(218) 820-9600	DRYW	9/1/2017	12/31/2016	
REID'S BACKHOE LLC 17698 STATE HWY 18 BRAINERD, MN 56401 16-0195	(218) 764-2827	EXCA	5/17/2017	12/31/2016	

Brainerd Fire Department

To: Mayor and City Council
From: Tim Holmes, Brainerd Fire Chief
Date: August 31, 2016
Re: August 2016 Fire Department Monthly Report

August was a great month for the Brainerd Fire Department to be part of several great community events. We participated in the two National Night Out Events in the City of Brainerd and The Night To Unite Event in Baxter. All events were very well attended and we had some wonderful interaction with the community. We also presented fire prevention information to several preschool groups.

The CWC Fair had another good week for their Fair. We had crews working at each evening event in the grand stands and, of course our wonderful brats were a big seller again this year. Fire Chief Holmes and Fire Marshal/ Deputy Chief Cox both judged for the talent competitions.



Brainerd Fire Department helped with the city's response to the storm at the beginning of the month and worked closely with CWC Emergency Management to assess the damage in the area.



We met with the ISO representative in August and had a great survey. We are looking forward to their results in 4-6 months.

We continue to conduct fire inspections and are working on several follow-up inspections and fire investigations.

The Department continued through August with Haz-Mat Operations training and will be taking the certification tests in September.

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

Structure Fire	1
Vehicle/Mobile Property Fire	3
Grass Fire	2
Rubbish Fire	1
Medical Assist	1
Vehicle Accident with Injuries	4
Vehicle Extrication	1
Elevator Rescue	2
Gas Leak	2
Unauthorized Burning	1
Public Service	2
Smoke Scare	2
Good Intent Call	3
Canceled Enroute	5
Alarm Activation	15
Total	45

City of Brainerd Incident Report

Vehicle Fire	2
Grass Fire	1
Rubbish Fire	2
Medical Assist	1
Elevator Rescue	2
Gas Leak	1
Unauthorized Burning	1
Good Intent Call	3
Canceled Enroute	1
Alarm Activation	10
Total	24

Parks and Recreation Report

September 2016

Submitted by Tony Sailer, Director

- Jeff Corniea, project manager for Commercial Recreation Specialist, and Greg Stoks from Aquatic Recreation Company, attended the Aug. 23 Park Board meeting to answer questions regarding the proposed splash pad. Following the Q & A session, the Park Board voted to install the proposed splash pad in the southeast portion of Gregory Park once funds are raised. The splash pad will be no larger than 2,000 square feet with the possibility of expansion. The 50-foot diameter pad should be able to accommodate 80 users at a time. Staff was instructed to look into on-going costs once the splash pad is built – specifically water and sewer charges. Mr. Corniea and Mr. Stoks both noted that the splash pad and fixtures should have a minimum 20-year life span.
- A public input meeting regarding the selective harvest at Buffalo Hills-Lions Park took place Aug. 31 at the Brainerd Fire Department meeting room. DNR Forester Alex Brothen provided input. Mr. Brothen said about 10 percent of the forest was windfall prior to the Aug. 4 storm. After the storm about 50 percent of the trees were down or damaged. The Park Board voted to move forward with the selective harvest which is expected to occur this fall or winter. ISD 181, which owns 20 acres adjacent to the park, has agreed to partner with the City on the harvest, with any expenses and revenues split 50-50.
- The storm that passed through in the early hours of Aug. 4 caused considerable damage to the parks. Damaged were: The Memorial Park Field 1 backstop and sunscreen (including a snapped telephone pole), the Mills Field nylon backstop, and a tree landing on the outfield fence on Field 2 at Buffalo Hills-Lions Park. Damage estimates total \$7,053.93. Including fuel and stump removal the estimate is \$7,816.80. These totals do not reflect full- and part-time employee hours for cleanup. About 15 trees were toppled or damaged around the concession stand at BH-L Park and numerous trees were downed behind the softball fields. There were also trees down in Memorial, Bane and Lum parks, and numerous trees fell and blocked portions of the Buffalo Hills Trail.

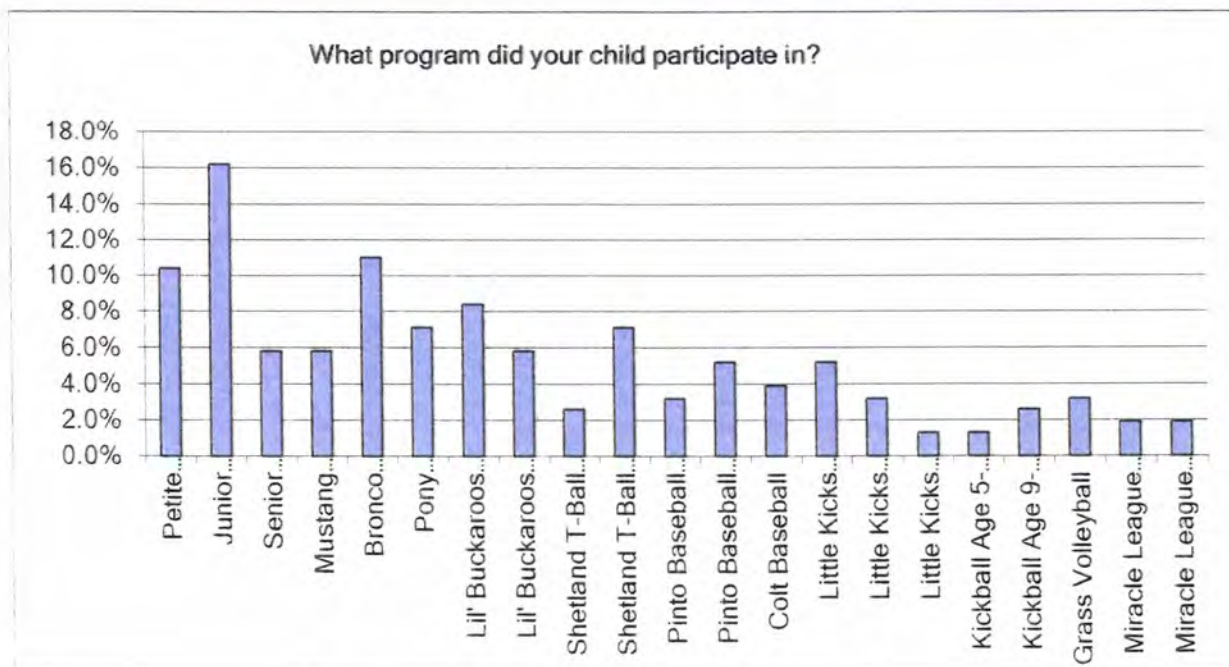
Staff met with a representative from the League of Minnesota Cities for insurance purposes and will also meet with a representative to discuss the Preliminary Damage Assessment for the county, townships and cities affected by the storm. At the PDA meeting, which is expected to be in early September, staff will complete Request for Assistance forms.

- Using Survey Monkey, staff sought feedback from individuals enrolled in our summer youth programs. Survey questions were rated from 1 (poor) to 5 (outstanding). The rating average was above 4.0 for each question posed. Survey participants were also allowed to provide feedback. The survey is enclosed.
- The annual disc golf tournament scheduled Sept. 3 was cancelled due to the on-going construction in Lum Park.
- There are 12 kickball teams, 16 men's softball teams and five co-rec softball teams registered for the fall adult leagues.
- The One-Hit Wonder softball tournament will take place Sept. 10 at Memorial Park. This tournament was formerly known as the Scrubs tournament.

Brainerd Parks and Recreation Programs Survey

What program did your child participate in?

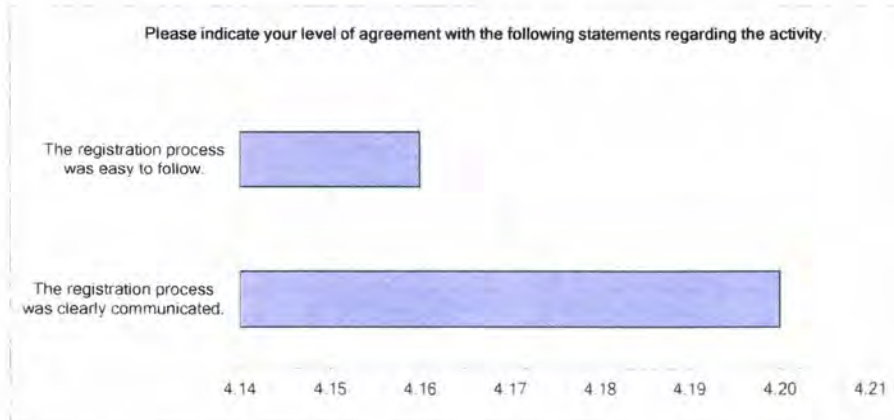
Answer Options	Response Percent	Response Count
Petite Competitive Softball	10.4%	16
Junior Competitive Softball	16.2%	25
Senior Competitive Softball	5.8%	9
Mustang Competitive Baseball	5.8%	9
Bronco Competitive Baseball	11.0%	17
Pony Competitive Baseball	7.1%	11
Lil' Buckaroos T-Ball Age 3	8.4%	13
Lil' Buckaroos T-Ball Age 4	5.8%	9
Shetland T-Ball AM	2.6%	4
Shetland T-Ball EVENING	7.1%	11
Pinto Baseball AFTERNOON	3.2%	5
Pinto Baseball EVENING	5.2%	8
Colt Baseball	3.9%	6
Little Kicks Soccer Age 4 (Bunny Rabbits)	5.2%	8
Little Kicks Soccer Age 5-6 (Cotton Tails)	3.2%	5
Little Kicks Soccer Age 7-8 (Jack Rabbits)	1.3%	2
Kickball Age 5-8 (Wallabies)	1.3%	2
Kickball Age 9-12 (Kangaroos)	2.6%	4
Grass Volleyball	3.2%	5
Miracle League (Cubs)	1.9%	3
Miracle League (Grizzlies)	1.9%	3
<i>answered question</i>		154
<i>skipped question</i>		3



Brainerd Parks and Recreation Programs Survey

Please indicate your level of agreement with the following statements regarding the activity.

Answer Options	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree	Rating Average	Response Count
The registration process was clearly communicated.	10	1	3	73	66	4.20	153
The registration process was easy to follow.	11	2	3	72	65	4.16	153
Comments							14
						<i>answered question</i>	153
						<i>skipped question</i>	6



Brainerd Parks and Recreation Programs Survey

Please rate your experience with Recreation & Parks Sports Staff.

Answer Options	Poor	Unsatisfactory	Neutral	Satisfactory	Outstanding	Rating Average	Response Count
Level of Organization	5	8	15	53	60	4.10	141
Quality of Instruction	7	7	14	57	56	4.05	141
Level of Enthusiasm	3	6	15	47	70	4.24	141
Interaction with Children	3	4	19	38	77	4.29	141
Positive Role Model	4	2	19	40	76	4.29	141
Overall Experience	5	6	13	50	67	4.19	141
Comments							52
answered question							141
skipped question							16

Number	Response Date	Comments	Categories
1	Aug 3, 2016 11:22 PM	We loved having Dan True for our coach!	
		I can't say enough wonderful things about Clark, Miranda and Caleb. These three were outstanding in coaching these kids. Clark has the most energy I have ever seen and can really keep the kids engaged and happy to be doing whatever they are doing. Miranda is excellent with all the kids as well, she is just so sweet and they all love her.	
2	Jul 31, 2016 5:27 PM	Caleb kept the kids laughing and being competitive.	
		Coaches we had didn't seem very excited. Compared to other teams our coach was just going through the motions. Even when the teams were on the same field the other team would bat and be allowed to run bases and our coach just let them bat once and that was it. Almost like an assembly line. Just one kid hit then she'd say "next" no running bases and no fun.	
3	Jul 31, 2016 5:21 PM		
4	Jul 30, 2016 4:58 PM	Our coach could be great at times, but didn't feel part of the team at times. Didn't agree with weekend practices.	
5	Jul 29, 2016 2:50 AM	The Road Runner's team had a great coach this year and am glad that he is going to coach again next year.	
6	Jul 28, 2016 7:03 PM	Coach Clark and Coach Anna were wonderful with the kids!	
7	Jul 27, 2016 7:57 PM	Clark and Dylan were great with kids!	
		Corrie was not a coach. She only had three softball practices the entire season. After the game was played and the	
8	Jul 27, 2016 3:58 PM	lost, she verbally chewed them out individually in front of the team.	
9	Jul 27, 2016 2:22 AM	Did not have interaction with the staff only the volunteer coaches, who were excellent!	
10	Jul 25, 2016 3:06 PM	Clark was an awesome coach!	
11	Jul 25, 2016 2:14 PM	lil bucks was mostly unorganized. Last dat was awful, there was obviously no prep work done in advance.	
		Our problem was with the coaching and with the practice schedule. Some teams practice 4 days a week, but our team only had 2-3 extra practices the whole season. It's not fair to the kids that want practice and want to do well. I suggest	
12	Jul 25, 2016 2:08 PM	a standard practice schedule that all teams should use.	
13	Jul 24, 2016 7:03 PM	My daughter was very frustrated with the lack of instructions from the coaches on how to play the game well.	
14	Jul 24, 2016 12:19 PM	The coaches were amazing and did an awesome job	
15	Jul 24, 2016 3:03 AM	I thought it was so great that my child got a very nice hat, shirt, and baseball pants to play in all season and keep!	
		Sure wish more girls would sign up or less teams made so that there would be enough participants each night and not	
16	Jul 23, 2016 9:16 PM	so many forfeits.	
		Not vert happy with the one young new umpire. Not Andy but the other young umpire he is very unprofessional needs	
17	Jul 23, 2016 6:02 PM	to stop talking with the kids. I he was my employee I would have fired him!!!!	
		I don't know his name, but the coach this year was the same we had last year and we LOVE him! He is so encouraging	
18	Jul 23, 2016 4:38 AM	and great with the kids. Hope he's back next year!	
19	Jul 23, 2016 3:18 AM	Coach was disrespectful and put our child down repeatedly.	
20	Jul 23, 2016 2:59 AM	Kevin Y and Troy H are excellent with the girls	
21	Jul 23, 2016 2:59 AM	This is patent volunteer, so there was no staff interaction with my child.	
		I was very disappointed with Emma's coaches this year. I felt that they really didn't spend any time teaching the girls anything about the game or the fundamentals of playing. I also felt the coaches didn't utilize the coaching opportunities that the games provided. There was, overall, little to no instruction from the team coaches. The coaches were never negative or mean to the girls, but even Emma was frustrated with the lack of instruction and the lack of practice this	
22	Jul 23, 2016 1:20 AM	season.	
		More activities for kids to do- standing in line doesn't work well for a 3 year old. More modeling of what it should look	
23	Jul 23, 2016 12:49 AM	like.	

24 Jul 22, 2016 11:52 PM Our coach was not someone I would recommend or want to be involved with again..

My daughter's coach was horrible. Told my daughter she was an embarrassment to her team in front of the whole team as she was irritated with how her teammates were playing and because she is one of the older girls on the team the coach said she shouldn't be acting the way she was. Coach was rude to the girls and raised her voice after one of the games when she was asking the girls why they thought they lost. She never communicated with the parents. There was never a first or third base coach until my older daughter (19 yrs old) just went out and was the first base coach.

25 Jul 22, 2016 11:30 PM The games after that she got off her butt and was a third base coach and another parent was the first base coach.

I rated only Clark! He was outstanding. Emma was nice. Caleb never looked too thrilled to be there. He was quiet and not really involved.

26 Jul 22, 2016 10:56 PM

27 Jul 22, 2016 10:40 PM I believe My son enjoys the game more because of wonderful encouragement Tony& staff give him!

Practice rarely started on time- coaches would be practicing hitting baseballs on other field, little soccer drills actually done- no skills learned, too many non- soccer games played-10/15 min of duck duck goose was not what we expected

28 Jul 22, 2016 9:49 PM

29 Jul 22, 2016 9:49 PM Other than registration we did not have interaction with staff.

30 Jul 22, 2016 9:45 PM Clark was great!

I was super impressed with Clark. He learned the kids names quickly and connected with them right away. He could teach me a thing or two about interacting with kids!

31 Jul 22, 2016 9:42 PM

32 Jul 22, 2016 9:42 PM Very poor communication from all avenues. Coaches, registration, cancellation, activities, program

The amount of kids per coach could have been reduced since there seemed to be a lot of waiting for turns where kids would get really antsy. Maybe have a larger group with two teachers where one helps with batting and pitching and one leads group activities after/before they have turns.

33 Jul 22, 2016 8:42 PM

It was a fun way to introduce team sports. I feel they could have gone a little more in depth with rules of the game, etc.

34 Jul 22, 2016 8:17 PM The girls were so good with the kids!!

35 Jul 22, 2016 8:11 PM Not impressed with some of the umpires

Coach Mike Nelson was great! Awesome with coaching the kids and helping to strengthen each individuals weaknesses.

36 Jul 22, 2016 8:01 PM

Safety helmets should be provided for all players. Earlier start in May would be better sldo to extreme heat in June and July. Baseball and bats should be used in line with kids with special needs i.e. Brighter colors and larger balls for kids with sight issues

37 Jul 22, 2016 8:01 PM

38 Jul 22, 2016 7:51 PM Clark and Dylan were very good coaches. The kids really enjoyed learning from them.

Staff had no interaction with kids. Comments made by staffer regarding elimination of petite mid year slam was discouraging.

39 Jul 22, 2016 7:50 PM

40 Jul 22, 2016 7:44 PM All who I have had contact with during my sons season were friendly and helpful.

41 Jul 22, 2016 7:08 PM All of the staff has been awesome!

42 Jul 22, 2016 7:00 PM Didn't hardly play T-ball, A lot of tag and other games . Really was hoping for actual tball this year.

The kids and our child seemed to have a great time during the program. Our coach Vicky was really good at rangling all of the children in and making them listen and pay attention. That is really hard for 3 year olds to sit still let alone listen half the time.

43 Jul 22, 2016 6:19 PM

Our child really seemed to enjoy themselves at the Colt program. The coaches were hands on and tried to include everyone as much as they could. The kids really seemed to enjoy them as coaches.

44 Jul 22, 2016 5:46 PM

45 Jul 22, 2016 5:20 PM More skills NEEDED

46 Jul 22, 2016 4:47 PM Very well done for a herd of 3 year olds

Coaches were much better this year than in previous years. That said, typically coaches learn the names of the children playing and this year is the first time they made no effort to learn my child's name (though they did for most other children). We also overheard them using discriminatory language to describe our child, which was hurtful to him.

47 Jul 21, 2016 10:07 PM

48 Jul 21, 2016 9:15 PM Need to coach more. Never taught where to stand when on defense, infield or outfield.

I based this rating on Clark, who was excellent with the kids. He taught them, praised them, encouraged them and corrected them. I was very impressed how quickly he learned their names. He made it fun for the kids. His helper, Dylan, however was sarcastic, criticized the kids instead of teaching them and was more concerned with "beating" the kids at each game then telling them what they should do.

49 Jul 21, 2016 1:54 PM

I cannot say enough good things about Coaches Clark, Miranda, and Caleb... they are so awesome. My daughters had them as coaches last year as well. Their ability to remember names is incredible and I have been so happy to see how encouraging they are to the kids. They make each one of them feel special and are quick to congratulate them on their successes, and also their good efforts. They have made soccer such an enjoyable experience for our whole family. THANK YOU.

50

Jul 20, 2016 6:52 PM

51

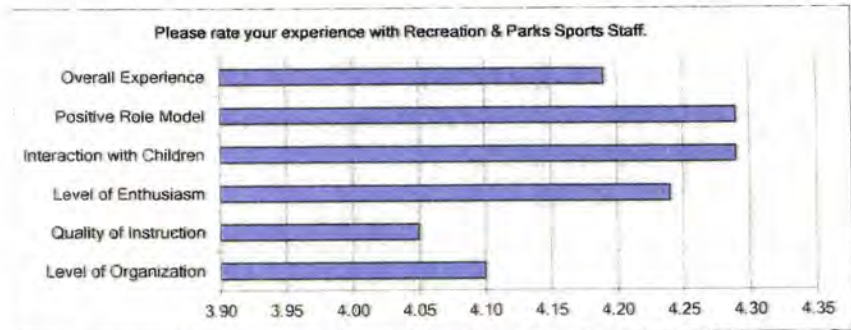
Jul 20, 2016 3:24 AM

Coach Clark is great with the kids, instructional, and deserves recognition

52

Jul 19, 2016 6:15 PM

Clark was awesome with the kids-thank you for keeping them involved and for keeping a routine/schedule going!

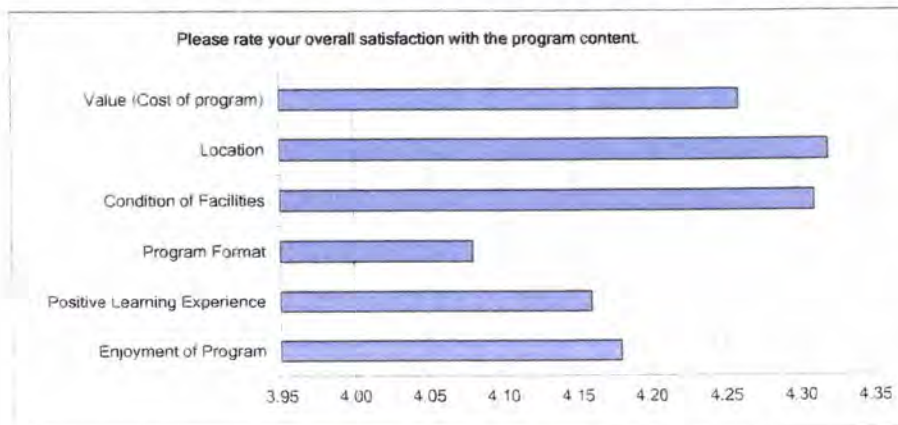


Brainerd Parks and Recreation Programs Survey

Please rate your overall satisfaction with the program content.

Answer Options	Poor	Unsatisfactory	Neutral	Satisfactory	Outstanding	Rating Average	Response Count
Enjoyment of Program	5	3	12	63	59	4.18	142
Positive Learning Experience	4	6	15	56	62	4.16	143
Program Format	2	8	16	67	49	4.08	142
Condition of Facilities	0	1	13	69	59	4.31	142
Location	1	0	16	61	64	4.32	142
Value (Cost of program)	0	1	16	69	55	4.26	141
Comments							25
answered question							143
skipped question							14

Number	Response Date	Comments	Categories
1	Aug 5, 2016 2:49 AM	There were numerous double headers and then there would be a week between games sometimes. It would be nice if there were less double headers and evening the schedule out more.	
2	Jul 31, 2016 5:21 PM	We did this with our son at 3 as well and hoped this year would be better as we understand the age factor is a huge challenge but we also did soccer this year for the first time and were blown away by the coaches that ran that program. Night and day difference.	
3	Jul 27, 2016 3:58 PM	Corrie ruined the game of slow pitch softball for our 11 year old daughter. With only three team practices, they never learned how to work together as a team. The verbal tongue lashing at the end of the game forced us as parents to remove her from the team.	
4	Jul 25, 2016 12:21 PM	play two days a week having games completed by mid july - like baxter does.	
5	Jul 24, 2016 7:03 PM	It would be great to stagger the mid season slam (5,6,7pm etc) so parents can focus on just one game (if they have girls in different leagues).	
6	Jul 23, 2016 9:16 PM	My grand daughter really enjoyed playing but not forfeiting so many games.	
7	Jul 23, 2016 3:18 AM	Coach had two practices all year. Emotionally abuse child with negative comments about her size. Sat the bench three out of seven games.	
8	Jul 23, 2016 1:20 AM	While Emma had fun playing softball again this year, she was generally frustrated with the overall season. She felt she didn't learn much at all from the coaches, even though they were very nice and were always positive.	
9	Jul 23, 2016 12:49 AM	Great opportunity for kids to work together with other kids.	
10	Jul 22, 2016 11:30 PM	This is the first year ever that I have had a bad experience with a coach.	
11	Jul 22, 2016 10:56 PM	Not a fan on Gustafson Park. It's more just a lot of grass than a ball park.	
12	Jul 22, 2016 10:22 PM	We should have more time for games.	
13	Jul 22, 2016 8:42 PM	For the price, the program can't be beat! The coaches did a great job with a group of kids that are at a tough age.	
14	Jul 22, 2016 8:39 PM	I think we could get other local cities to participate in the program	
15	Jul 22, 2016 8:35 PM	Thought the price should have come down. Did not play as much due to "bye" games.	
16	Jul 22, 2016 8:17 PM	We were expecting a meeting the first night where everyone would be there, go over how it will work, expectations, etc.	
17	Jul 22, 2016 8:01 PM	Parents with special needs kids can't always afford to pay and won't ask for help because of it.	
18	Jul 22, 2016 7:51 PM	Gustafson is not an ideal field	
19	Jul 22, 2016 7:08 PM	I appreciate the low cost of each of the programs.	
20	Jul 22, 2016 7:00 PM	I feel like my son lost a year if baseball skills.	
21	Jul 22, 2016 5:46 PM	Could have done more drills, but that being said the games allowed the teams to understand the game better then some drills could possibly do.	
22	Jul 22, 2016 5:29 PM	Wish it were a couple more weeks. Just when the kids get comfortable, it's time to be done	
23	Jul 22, 2016 5:23 PM	I think as a bonus to the coaches for volunteering their time, their son/daughter should register free of charge for the team that they are coaching.	
24	Jul 21, 2016 10:07 PM	I preferred the previous location of this when it was at memorial park vs Bane, but that was at least 3 years ago	
25	Jul 21, 2016 6:49 PM	I would like to see more skills work for the kids. Need more instruction on how to play the game properly.	



Brainerd Parks and Recreation Programs Survey

What are some things that you enjoyed this season that you would like to continue?

Answer Options

Response Count

68

answered question

68

skipped question

89

Number	Response Date	Response Text
1	Aug 3, 2016 11:23 PM	Mid-Summer Classic! An amazing experience.
2	Aug 3, 2016 11:21 PM	Play-offs! Not much was enjoyed this season. The last night of 3 year old t ball last summer was a blast. Lots of fun games and prizes for the kids. This year for the 4 year olds it was just a regular practice with some candy necklaces and popsicles. Just disappointing.
3	Jul 31, 2016 5:24 PM	Great coaching and great group of girls
4	Jul 29, 2016 2:51 AM	The coaches, again, were awesome!! The time and location were great
5	Jul 28, 2016 9:25 PM	The instructors Clark and Dylan are fantastic young men and should continue to teach young boys and girls.
6	Jul 27, 2016 7:58 PM	Location of games. Quality of fields.
7	Jul 27, 2016 4:27 PM	The location and times of the games were great.
8	Jul 27, 2016 4:00 PM	Great coach, good venue. Really enjoyed the season!
9	Jul 27, 2016 2:28 AM	The coaches were great.
10	Jul 25, 2016 3:35 PM	How at the end of the season the coaches let the kids have a water fun day.
11	Jul 25, 2016 4:40 AM	Overall it is a fun program and our kids enjoy summer ball!! Thank you for making the effort to keep this competitive.
12	Jul 24, 2016 7:07 PM	Loved watching the interaction between coach and kids, it was great.
13	Jul 24, 2016 12:20 PM	Nice uniforms and fields.
14	Jul 23, 2016 9:17 PM	Great coaches that interacted well with the kids!
15	Jul 23, 2016 7:39 PM	na
16	Jul 23, 2016 6:03 PM	That they played more games against each other.
17	Jul 23, 2016 5:31 PM	The mid Summer Slam was a blast!
18	Jul 23, 2016 3:44 PM	Loved the coach! Was a very poor year. We pulled daughter off team because coaches negative treatment of our child. Hopefully she will want to play again in the future after this horrible experience.
19	Jul 23, 2016 4:39 AM	We will play again next year. The coached were great and made it a fun and educational experience for the kids.
20	Jul 23, 2016 3:23 AM	Location of class.
21	Jul 23, 2016 3:05 AM	Everything was good my son had a outstanding experience
22	Jul 23, 2016 3:00 AM	We enjoyed everything
23	Jul 23, 2016 1:10 AM	Playing the actual game if Tball
24	Jul 23, 2016 12:54 AM	The begin circle of getting to know each other- gives kids a chance to learn how to listen to others
25	Jul 23, 2016 12:51 AM	Time and location
26	Jul 23, 2016 12:39 AM	Our family loves your softball program and have been involved for years. It's something we look forward to every year.
27	Jul 22, 2016 11:54 PM	Mid-summer classic is great. Umpires did a pretty good job.
28	Jul 22, 2016 11:50 PM	There is nothing that I really enjoyed this season with my daughter in the Junior league. I am thankful that she moves up to the senior league next summer.
29	Jul 22, 2016 11:31 PM	Clark was awesome! He made it enjoyable for the kids and parents.
30	Jul 22, 2016 10:56 PM	Volunteer kids that come and play with Miracle League. We love their energy!
31	Jul 22, 2016 10:49 PM	Good coaching
32	Jul 22, 2016 10:44 PM	Concessions
33	Jul 22, 2016 10:23 PM	The running game at the end of each day.
34	Jul 22, 2016 10:18 PM	We had great coaches and a great team. I'm thankful this program is available for my daughter. She absolutely loves it and we love being able to encourage her in this sport.
35	Jul 22, 2016 9:57 PM	Teams practicing together, both teams were learning things at the same time versus last year they learned at different times.
36	Jul 22, 2016 9:46 PM	Getting the t-shirts for the first meeting was a great idea!
37	Jul 22, 2016 9:11 PM	I like the idea of the year end tournament being single elimination. Thanks.
38	Jul 22, 2016 8:53 PM	Coaching against good friends and colleagues
39	Jul 22, 2016 8:42 PM	playing the game
40	Jul 22, 2016 8:30 PM	Great staff!
41	Jul 22, 2016 8:24 PM	Spontaneous young coaches that enjoy teaching children.
42	Jul 22, 2016 8:24 PM	Clark the coach was amazing!
43	Jul 22, 2016 8:19 PM	Loved the enthusiasm and patience of the coaches!
44	Jul 22, 2016 8:18 PM	

45 We just enjoy the comradery and watching our kids learn to interact and work
 46 Jul 22, 2016 7:40 PM as a team with others in this world of self contained entertainment.
 47 Jul 22, 2016 7:37 PM Awesome coaches.
 48 Jul 22, 2016 7:34 PM Game Balls!
 49 Jul 22, 2016 7:10 PM I have enjoyed watching my kids and others in various activities. I wouldn't let go of any of them.
 50 Jul 22, 2016 6:50 PM Great coach, consistent game days.
 51 Jul 22, 2016 6:48 PM Like that we could play Monday, Tuesday or Wednesday
 52 Jul 22, 2016 6:46 PM Coaches.
 Jul 22, 2016 6:31 PM All the classes were great. A Baxter location would be nice, too!
 We really can't say enough good things about the coaching staff this year and
 especially our coach Vicky. It was amazing how she learned all of the kids
 names in the first day. The kids loved her and really responded well. We
 53 Jul 22, 2016 6:22 PM could sit back and relax for an hour FINALLY!
 54 Jul 22, 2016 6:08 PM All of it. We love the parks and rec opportunities for kids.
 We enjoyed that our child had a lot of fun and looked forward to coming to
 practice everyday. The really tall girl coach with the funny laugh (I can't
 remember her name) was very good at making sure all the kids knew what
 they were doing. If they did something incorrectly she would make sure they
 understood what they would need to do in the situation next time. She
 seemed to really care that the kids were learning something as well as the
 55 Jul 22, 2016 5:46 PM other coaches.
 56 Jul 22, 2016 5:29 PM Do it again next year.
 57 Jul 22, 2016 5:26 PM the coaches knew my child's name - that was great!
 58 Jul 22, 2016 5:24 PM Good Season
 The kids trying to play with each other and a little less parent interaction like
 59 Jul 22, 2016 5:05 PM with warming up (still parents help they are only 3).
 It was the first year my son was involved and it was good for him to
 understand what it is all about to be a part of a team and that is a good
 60 Jul 22, 2016 5:03 PM concept to teach kids continuing on.
 The Colt baseball always seemed to want to countine playing, an hour is good
 61 Jul 22, 2016 4:07 PM but could be a bit longer.
 The coaches were more hands on, which was great. Liked the 3 strikes and
 62 Jul 21, 2016 10:11 PM you are out approach.
 63 Jul 21, 2016 9:19 PM Like the low key atmosphere. Great personalities in coaches. Great facilities.
 64 Jul 21, 2016 6:51 PM Wonderful staff, they all interacted very well with the kids.
 Parents got to watch more than help. Much more or agonized and the kids got
 65 Jul 21, 2016 5:27 PM more out of it.
 66 Jul 21, 2016 1:39 AM The staff were very good with the kids. Taught them very well

 The coaches are awesome. We also love the playground. Maybe another
 baby/toddler swing would be nice - when I was there for practices, there were
 a lot of kids around my youngest son's age who needed that swing. It was
 67 Jul 20, 2016 6:55 PM never a problem sharing, but a couple would've been nicer :)
 68 Jul 19, 2016 6:15 PM Keep it up, my son had a wonderful time!

Brainerd Parks and Recreation Programs Survey

What are some improvements that could be made to better your child's experience?

Answer Options

Response Count

73

answered question

73

skipped question

84

Number	Response Date	Response Text
1	Aug 5, 2016 2:49 AM	Get some updated playing equipment. The boys were issued pants, shirts and hats. Not all of the boys wore them. I believe they should have to wear the issued uniforms. I wish this would have been enforced by the coaches.
2	Aug 3, 2016 11:21 PM	After all, they are a team. :) A better layout to the fields for t ball. Most of the time the kids couldn't even tell there were supposed to be bases. The coach for team 7 just seemed to not care or want to be there. I understand dealing with little kids is challenging but the coach has to provide a fun environment
3	Jul 31, 2016 5:24 PM	for the kids.
4	Jul 29, 2016 2:51 AM	None
5	Jul 28, 2016 9:25 PM	Working more seriously on skills With my daughter being 8, going more basic on the skills would be best. It was her first time
6	Jul 28, 2016 5:29 PM	playing and there was others that were 10 that just took the show on most things.
7	Jul 27, 2016 4:27 PM	Encourage coaches to move players to different positions during league games.
8	Jul 27, 2016 4:00 PM	A positive coach that would call team practices and make it a positive experience for young girls would be a great improvement. Please never allow Corrie to be a team coach again. During this season, there was a coach that felt he had to win no matter what. I was very disappointed to find out coaches would call potential players to not perform well at the try outs so they could pick up that player. It is also sad to hear that this coach would call some of his new players to not attend the game and that he had enough players. Batting order was even changed in order for him to win, only recruiting older girls to play was also unfair. This was so he could win. This is for the girls not the coaches. This is a learning experience. Everyone should be taught to win and lose gracefully. I am sure we all know who this is. I know they
9	Jul 27, 2016 2:08 PM	are volunteer coaches, but something should be said.
10	Jul 27, 2016 2:28 AM	Not have a whole week off in the middle of the season Monitor coaches and make sure they are getting to know the kids and having practice sessions. If a practice schedule came out, kids and parents would know to plan for it. The few
11	Jul 25, 2016 2:10 PM	practices we had were last minute invites over text.
12	Jul 25, 2016 4:40 AM	N/A
13	Jul 24, 2016 7:07 PM	A coaches meeting to teach them some fundamentals of coaching. Since they are all
14	Jul 24, 2016 4:11 PM	volunteers, they aren't on the same level...this could help.
15	Jul 24, 2016 12:20 PM	we need to get more kids involved
16	Jul 24, 2016 3:24 AM	the experience was great bring in expert training Don't make them forfeit, just let them play with how many show up. It is supposed to be a
17	Jul 23, 2016 9:17 PM	learning league.
18	Jul 23, 2016 6:03 PM	NA Some of the instructors didn't seem like they enjoyed working with the kids. One instructor
19	Jul 23, 2016 5:31 PM	Clark was amazing with all of the kids. Very enthusiastic, organized and taught the kids so much!! My child's coach was GREAT! I saw some behavior from another coach that was
20	Jul 23, 2016 3:44 PM	dissappointing. Poor attitude, poor language, ect.
21	Jul 23, 2016 4:23 AM	Na
22	Jul 23, 2016 3:23 AM	Coaches need to have past coaching or a park employee should assist until coach has proven they promote a healthy learning experience for children.
23	Jul 23, 2016 3:18 AM	Organization. Practices seemed like it was just go with the flow which is fine but I think some more structure or a planned practice would be more useful The program was stated as Monday / Wednesday program in the brochure, but when the games started the schedule changed to Monday, Tuesday and Wednesday. That really threw us for a loop because we had to reschedule a bunch of stuff on Tuesday nights. I didn't mind, but once it was known it really should've been communicated to parents so we could have
24	Jul 23, 2016 3:05 AM	more time to react than a day or so.
25	Jul 23, 2016 3:00 AM	More coaches

26 Jul 23, 2016 1:10 AM Would like to hear more about the traveling baseball program

27 Jul 23, 2016 12:54 AM A longer season

28 Jul 23, 2016 12:51 AM Less standing in lineMore modelingUse the parents to help moreMaybe stations set up

29 Jul 23, 2016 12:39 AM More soccer- less games such as duck duck grey duck
Vet the coaches if possible. His sportsmanship and behaviors toward the ref and crowd were not professional. He had very limited knowledge as to how to train and coach our team during

30 Jul 22, 2016 11:54 PM practice.
Don't have substitute players at the end of the season. Place all kids on a team no matter

31 Jul 22, 2016 11:50 PM when they register.

32 Jul 22, 2016 11:31 PM Better coaches chosen

33 Jul 22, 2016 10:56 PM I'm excited for my child to move on to an actual ball park.

34 Jul 22, 2016 10:49 PM None that I can think of.

35 Jul 22, 2016 10:44 PM Need more teams than three and get kids that want for play instead of just being there

36 Jul 22, 2016 10:23 PM Stop calling games because of time. Fix the scoreboard.

37 Jul 22, 2016 10:18 PM I'd love a text if baseball is cancelled for the day.
Ensuring all teams are aware of scheduled games. We had an incident where the other team did not show up for a game due to a change made (by staff) after the coach disbursed the schedule. When the make up game was rescheduled (by staff) there was an issue of over-booking the field and both coaches and teams had to scramble to find a new field as well as an umpire. I'm sure it was just a misunderstanding all around but it was quite a distraction and

38 Jul 22, 2016 9:57 PM somewhat frustrating.

39 Jul 22, 2016 9:56 PM Umpires be consist and need more practice before season games start
Please see previous comments, soccer skills should be taught during practice. No actual soccer game was even played. We have participated in other soccer programs, same age 4, where they were able to have actual soccer games and learn drills or play games that

40 Jul 22, 2016 9:51 PM incorporated soccer skills

41 Jul 22, 2016 9:42 PM Online registration and MUCH better communication.

42 Jul 22, 2016 9:11 PM A more group oriented curriculum vs. concentrating on developing individual skills.
I feel at the 8-10 year old level, teams should not be able to continuously bat through their lineup until three outs are made. I feel once a team has batted through their lineup in an inning, the inning is then over regardless if there are three outs. At this level, the point of the games are to learn fundamentals and have fun, not to see how many runs you can score in an

43 Jul 22, 2016 8:53 PM inning, especially if the teams are unequally matched.

44 Jul 22, 2016 8:42 PM Help with travel ball

45 Jul 22, 2016 8:30 PM none

46 Jul 22, 2016 8:24 PM Nothing. Everything was great.

47 Jul 22, 2016 8:19 PM Better communication with parents about cancelled games

48 Jul 22, 2016 8:18 PM Different colored shirts for each team :)

49 Jul 22, 2016 8:03 PM We just wish the baseball season lasted longer. The whole summer break would be awesome.
Hold all mid season slams at different times as some parent have kids in two leagues. Note

50 Jul 22, 2016 7:52 PM home and away teams on schedule. Provide softball coaching materials to volunteer coaches.

51 Jul 22, 2016 7:40 PM N/A
Im not a fan of the age guidelines. My daughter had an early January bday but had to play

52 Jul 22, 2016 7:37 PM down. All her friends moved up and she missed playing with them.

53 Jul 22, 2016 7:36 PM Other coaches (loons) being poor sports and going to games that they're not playing in to root for teams opposite of the nighthawks and make team nighthawks girls feel bad .
Actually have a set schedule of what the kids are going to do each time. Seems like a bunch of fill ins. Also to have the kids learn how to catch and play tball. Of all the times only 2 maybe 3 of

54 Jul 22, 2016 7:02 PM the sessions were actually tball.
The Broncos league was a very disappointing experience for us. we will be going to Baxter

55 Jul 22, 2016 7:01 PM next year and would not recommend this league.

56 Jul 22, 2016 6:50 PM We enjoyed the season.

57 Jul 22, 2016 6:48 PM Scheduling the season seemed short this year. Having 2 weeks with no games is tough

58 Jul 22, 2016 6:46 PM Better shade More water fountains available
Would be nice to be able to pick a teammate at times. Have friends whose son is same age and live close by, be nice to be able to be on same team to be able to carpool and/or pick up

59 Jul 22, 2016 6:38 PM kids if they were on the same team...practice and games would be the same.
I would love to see more days during the week...like M-T-W or M-W-F... Once a week is so

60 Jul 22, 2016 6:31 PM sparse to build on the skills and concepts taught.

61 Jul 22, 2016 6:22 PM Maybe a different area. Ground was just uneven sometimes.
Brackets set better so that a team doesn't have to play three nights in a row. It's very tiring for

62 Jul 22, 2016 6:08 PM kids to play that many nights in a row.
Possibly mixing up the teams on a day to day basis. The teams seemed to be unmatched

63 Jul 22, 2016 5:46 PM when it came to skill level, so the guy coach had to step in and help them.

- 64 Jul 22, 2016 5:26 PM a dirt field?..
With the games starting at 5:30 and then 7:00 some games where not able to complete 6
- 65 Jul 22, 2016 5:24 PM innings. I think its best when they are able to complete all 6 innings during a game.
A better location, less distraction, and a more formal baseball space to have them in would be
- 66 Jul 22, 2016 5:05 PM helpful for the learning - not seem like play time.
- 67 Jul 22, 2016 5:03 PM Everything was great.
Better coaching in infield and outfield positions. The male coach should be showboating less
- 68 Jul 21, 2016 10:11 PM and coaching more.
Coaches need more training on how to run pitching machine. Also on how to coach kids.
Their words and actions contain lots of power, and they need to be used as such. Teach more.
- 69 Jul 21, 2016 9:19 PM Include a wider variety of drills that teach proper technique.
- 70 Jul 21, 2016 6:51 PM More instruction on skills and rules of the game.
The only improvement would have been to have a better assistant. Clark was amazing. Dylan
- 71 Jul 21, 2016 1:55 PM was rude.
- 72 Jul 21, 2016 1:39 AM None
It would be nice if someone could consistently update the cancellations page at around 8am or
so, even if nothing is cancelled - just so we know well before we have to leave for practice. A
few mornings this year we questioned if there would be practice, but even just as I had to
- 73 Jul 20, 2016 6:55 PM leave, the last update would be from the day before.

CITY ADMINISTRATOR'S REPORT

September 6, 2016

A. BUILDING FACILITIES

The Facilities Committee will meet in the near future, but only after we have received two reports.

The first is that of the HVAC contractor, Gene Halvorson with Maple Hill Energy of Duluth, who has reviewed details of City Hall systems and is developing cost estimates for the recommendations I shared with you last month. You may recall that he suggested an approach which would require a 10-15 year implementation period. He also noted that "...complete replacement of most of the operating equipment is both desired and needed." The building's cooling tower for our air conditioning system is well past its useful life and we pray that it will last through the summer and fall heat. Replacement of it and the phased approach for all mechanical needs assumes that current floor plan of City Hall is adequate and will serve the needs of staff and council for at least 15 years. Strictly from an HVAC consideration this may be feasible, but I disagree that needs for staffing can be met in the current configuration. The space in City Hall deserves a critical needs study to assure optimal use of the space for 21st century business practices and employee comfort. You will recall that no major work has been undertaken for 25 years.

The second report we await is that of a local contractor who met with Jeff Hulsether to offer a feasibility/potential cost proposal regarding repair of the City Hall front steps. We have not received any correspondence from JWJ Remodeling, thus we are no further in efforts to understand the scope and cost of repairs to our main entrance.

In my August 15th report to the Council I noted that it will best serve us for future planning and execution of projects that we understand the role and the relationship between the City and both vendors: Maple Hill Energy and JWW Remodeling. As I have noted the usual approach to these challenges involves an engineer and architect to develop plans and specs. Minimally we need to engage a facilities management firm to coordinate all the appraisal of the building's needs.

Police Chief McQuiston, Jeff Hulsether and I are meeting with representatives of a workplace life safety and security company to evaluate the need for us to move away from the current building security system (such as it is) to an electronic system for greater control and security.

B. FIRE SERVICE ADVISORY BOARD

The Board met August 24th to review the FY '16 financial report to date. At 7/12 of the year Connie's report displays a positive position with only 48% of the budget expended. We presented the final summary of the 2015 financials for the Board which depicts a much less rosy scenario. We ended the year with expense overruns of \$30,613 which might logically be linked to the severance costs of dropping full time firefighters, but the reality is that we expended more on supplies and equipment than budgeted. The Board requested that the Financial Director distribute in the near future the dollar amount each entity will be expected to contribute to close out the year with a balanced budget. The discussion included underscoring of the need for us to continue to budget fixed amounts annually into the capital purchase account.

C. LMC COMMITTEE PARTICIPATION

August 15th I attended the 2nd of three meetings this year of the Improving Service Delivery Policy Committee at LMC offices in St. Paul. I was joined by Royalton Mayor Andrea Lauer, who is the Committee Chair. As we traveled

both to and from St. Paul we had excellent conversations regarding surprisingly similar problems, though Brainerd's population is 10 times that of Royalton. The committee's work thus far has focused on review of the existing policy statements, determining which need to be re-visited or deleted, and identifying new issues to be added. Examples of issues which will carry forward are Unfunded Mandates, Redesigning and Reinventing Government, City Costs to Enforce State and Local Laws, Fire Mutual Aid, Fees for Services and Civil Liability for Local Governments. In total there are 72 policy statements for review.

At the August 15th meeting the issues presented included legal and practical aspects of the use of drones, as well as an excellent presentation from Bloomington Police Chief Jeff Potts regarding the state of policing challenges which face each law enforcement agency. There will be many calls for better education for officers regarding use-of-force, body cameras, and the legal minefields which accompany those issues. The next Committee meeting will be held September 19th in St. Paul when the final version of policy statements will be adopted for consideration by the LMC body as a whole.

D. EVALUATION OF CITY HALL OFFICE SHUFFLING AND CONTINUOUS IMPROVEMENT PROCESSING

Jeff, Connie, Kris, Mark, Paul and I reviewed and discussed the successes and shortcomings of the switch of offices between the 2nd and 3rd floors. There are mixed results and clearly a need to better communicate among the diverse office functions on the 3rd floor. We need to better cross-train; we have some interpersonal relationships to monitor; we can improve greatly examination of processes with an eye toward elimination of steps and practices for which we can only find "that's the way it's been done" as the basis for our current methods. We have much clean-up to do and better organize basic needs. But we shared some frustrations between and among managers which needed to be aired. Progress, but slowly done and much more attention to be given.



Brainerd City Council Agenda Request

5D

Agenda Item #

Requested Meeting Date: September 6th, 2016

Title of Item: FY 2017 TZD Resolution

☐ 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: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed:
Summary of Issue: The Brainerd Police Department has been awarded \$42,225.00, for the Fiscal Year 2017 Towards Zero Deaths(TZD) Traffic Safety Enforcement Grant from the Office of Traffic Safety, of the State of Minnesota. \$34,000 of this grant covers overtime traffic enforcement projects with the remainder paying for training conference cost reimbursement and administration. Brainerd has been the fiscal host for this grant for several years and it involves other law enforcement agencies throughout Crow Wing County.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Adopt the included resolution authorizing Chief Corky McQuiston and the Brainerd Police Department to be the fiscal agent and administer the 2016-2017 TZD Traffic Safety Enforcement Grant.	
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. _____

**RESOLUTION AUTHORIZING EXECUTION OF
THE TZD ENFORCEMENT GRANT CONTRACT**

BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, that the Brainerd Police Department is hereby authorized to enter into a cooperative agreement with the State of Minnesota Department of Public Safety, for traffic safety enforcement projects as specified in the Grant Contract during the period from October 1, 2016, through September 30, 2017, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

BE IT FURTHER RESOLVED, that Police Chief Corky McQuiston of the Police Department of the City of Brainerd is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Brainerd Police Department and to be the fiscal agent and administer the grant.

Adopted this 6th day of September, 2016.

GARY SCHEELER
President of the Council

Approved this 6th day of September, 2016.

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

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

September 6, 2016
City Hall Conference Room
6:15 P.M.

1. Approval of Bills & Payments to Contractors

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained On Project</u>
Northwoods Landscaping	10-03	Downtown Maintenance	\$2,700.00	0
Anderson Brothers	16-04	2016 Street Patching – Final	\$22,065.38	0
Braun Intertec	16-03	2016 Seal Coat thru 7/29	\$687.50	0
Braun Intertec	14-15	Airport Utility Ext – Testing thru 8/5	\$6,296.75	0
S.E.H.	14-15	Airport Utility Ext thru 7/31	\$74,698.44	0
WSN	16-06	San Sewer – Block 46 thru 8/6	\$2,430.00	0
WSN	16-11	Bridge Inspection thru 8/6	\$1,938.08	0

2. LMCIT Renewal for 2016-2017
3. Computer Security/End Point Protection
4. Subordination Agreement – Move to 3rd Position
5. Trainee Election Judge Wage
6. Election Emergency Plan
7. Clarify Date for Future General Wage Adjustment
8. Police Department – Employee Out of State Travel
9. Fire Department – State Turnout Gear Washer Grant Program
10. Fire Department – DNR Grant Award
11. 2017 Budget – Set Budget Workshop

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

PACKET: 03789 09/06/16 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0087	VISIT BRAINERD					
		I-JULY 2016	101-49200-3340	LODGING TAX R JULY 2016 LODGING TAX	073212	1,303.68
01-0125	CONSOLIDATED TELEPHONE					
		I-20361434	101-41800-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	152.31
		I-20361434	101-41800-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	190.39
		I-20361434	101-41800-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	38.08
		I-20361434	101-41400-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	11.11
		I-20361434	101-41700-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	3.78
		I-20361434	101-41800-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	1.68
		I-20361434	101-42400-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	5.83
		I-20361434	101-41910-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	2.15
		I-20361434	101-41940-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	26.38
		I-20361434	101-41940-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	52.76
		I-20361434	101-41800-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	168.74
01-0206	BRAINERD HOUSING AUTHOR					
		I-MS RIVERWALK 16	101-20850	DUE TO COMPO MS RIVERWALK COOR GRANT	073130	33,000.00
01-0215	JANITORIAL SERVICES OF					
		I-407671	101-41940-3300	PROFESSIONAL JULY CLEANING SERVICES	073161	589.70
01-0284	OFFICE SHOP					
		I-1010412-0	101-41700-2200	OFFICE SUPPLI PENS	073187	12.23
		I-1010412-0	101-42400-2200	OFFICE SUPPLI PENS	073187	12.23
		I-1010412-0	101-41910-2200	OFFICE SUPPLI PENS	073187	6.12
		I-1010984-0	101-41940-2210	OPERATING SUP 2 CS PAPER TOWLES & TISSUE	073187	117.86
		I-1011169-0	101-41400-2200	OFFICE SUPPLI 2 PACKS RECEIPT ROLL PAPER	073187	14.78
01-0307	CENTER POINT ENERGY/MIN					
		I-5942870-6/AUG 16	101-41940-3380	UTILITIES HEAT 7/20-8/18	073137	45.43
		I-6031615-5/AUG 16	101-41940-3380	UTILITIES HEAT 7/20-8/18	073137	22.19
01-0325	THELEN HTG & RFG CO					
		I-2725	101-41940-2220	REPAIR & MAIN PREV MAINT ON HVAC EQUIP	073199	313.00
01-0415	CAUGHEY, TIM					
		I-SEPT 2016	101-42400-3433	DUES & SUBSCR NW CHAPTER MEETING DUES	073135	20.00
01-0447	CDW GOVERNMENT, INC					
		I-DZQ4886	101-49200-3438	MISC SPECIAL COUNCIL CHAMBERS EQUIP	073136	1,060.85
		I-DZR3211	101-41800-2200	OFFICE SUPPLI BROTHER LABEL TAPE	073136	25.57
		I-FBQ1948	101-41800-2200	OFFICE SUPPLI SELF-LAMINATING MARKER TAPE	073136	24.63
		I-FBQ2227	101-42400-3309	COMPUTER TECH 2 MONITORS - BUILDING OFFICIAL	073136	193.98
01-0669	MICKY'S PIZZA					
		I-559922	101-41410-3430	MISCELLANEOUS 8/9 PRIMARY ELEC JUDGE SUPPER	073173	239.31
01-1309	THOREEN, JAMES M.					

PACKET: 03789 09/06/16 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1309	THOREEN, JAMES M.	continued				
		I-08/18/16	101-41940-2212	MOTOR FUELS FUEL REIM NJPA MEETING	073200	21.15
		I-8/15/16	101-41940-2212	MOTOR FUELS FUEL REIM LMC POLICY COMM. MEE	073200	24.58
01-1432	INTEGRA TELECOM					
		I-14092869	101-41940-3321	TELEPHONE 8/23-9/11 ELEV PHONE LINES	073159	47.43
01-2257	U.S. BANK					
		I-AUG 16 ADM	101-41410-3430	MISCELLANEOUS GIOVANNI'S - ELEC JUDGE LUNCH	073203	375.75
		I-AUG 16 ADM	101-41940-3430	MISCELLANEOUS MENARDS - SHELF & STORAGE TOTE	073203	89.93
		I-AUG 16 ADM	101-41940-3430	MISCELLANEOUS BIG LOTS - STORAGE BASKETS	073203	3.90
		I-AUG 16 ENG	101-42400-3330	PROFESSIONAL DOLI - LIC RENEWAL CAUGHEY & A	073203	160.00
		I-AUG 16 PLN	101-41910-3433	DUES & SUBSCR CONSTANT CONTACT	073203	20.00
		I-AUG 16 PLN	101-41910-3330	PROFESSIONAL PAYPAL - APA MN PLANNERS CONF	073203	300.00
01-2268	PRO STAFF					
		I-102-1036932	101-41400-1104	TEMPORARY NIKI TORRENCE - 32 TEMP HOURS	073189	1,001.60
		I-102-1037299	101-41400-1104	TEMPORARY NIKI TORRENCE - 32 TEMP HOURS	073189	1,001.60
01-2831	INTERNATIONAL CODE COUN					
		I-3104556	101-42400-3433	DUES & SUBSCR GOVERNMENTAL MEMBER DUES	073160	135.00
01-3134	MAHCO					
		I-SEPT 2016	101-42400-3330	PROFESSIONAL REG FEE IPMC CONF 10/7 DULUTH	073169	95.00
01-3138	ST. LOUIS MRO INC.					
		I-39868	101-41400-3430	MISCELLANEOUS 1 PRE-EMPLOYMENT SCREEN	073196	24.50
01-3413	RATWIK, ROSZAK AND MALO					
		I-59011	101-41610-3301	CITY ATTORNEY JULY ATTORNEY SERVICES	073190	957.00
		I-JULY 2016	101-14100	DUE FROM COMP BPU JULY ATTORNEY FEES	073190	50.75
		I-JULY 2016	101-41610-3301	CITY ATTORNEY JULY RETAINER	073190	3,752.54
01-3418	LAKES AREA LOCK & DOOR					
		I-88798	101-41940-2220	REPAIR & MAIN SERV CALL - HANDICAP & BACKDOO	073166	130.00
01-3468	TRI-STATE BOBCAT					
		I-#522: 20160809	101-41940-3410	RENTAL EXPENS #522 - CITY HALL RUG SERVICE	073201	49.91
		I-#522: 20160823	101-41940-3410	RENTAL EXPENS #522 - CITY HALL RUG SERVICE	073201	49.91

FUND	101	GENERAL FUND	TOTAL:	45,945.32
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PACKET: 03789 09/06/16 COUNCIL

VENDOR SET: 01

FUND : 203 TRANSIT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD					
		I-SEPTEMBER 2016	203-49000-3410	RENTAL EXPENS SEPTEMBER 2016 TRANSIT RENT	073139	500.00
01-0125	CONSOLIDATED TELEPHONE					
		I-20361434	203-49000-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	19.91
01-1142	MN PUBLIC TRANSIT ASSOC					
		I-SEPT 2016	203-49000-3330	PROFESSIONAL 2016 MN TRANSIT CONF REG FEE	073179	250.00
01-2527	DIGITAL INK DESIGN & GR					
		I-24461	203-49000-3340	ADVERTISING/M 10 EXPRESS SIGNS FOR BUSES	073144	85.00
		I-24489	203-49000-3340	ADVERTISING/M 1 BUS/WATER TOWER LOGO REPLACE	073144	125.00
			FUND	203 TRANSIT FUND	TOTAL:	979.91

FUND : 211 LIBRARY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0003	DWYER, DARCY					
		I-2016	211-45501-3430	MISC - SPECIF SRP - MILEAGE	073146	59.40
01-0102	CANON FINANCIAL SERVICE					
		I-16373074	211-45505-3430	MISC - COPY M CONTRACT CHARGE	073134	92.98
01-0307	CENTER POINT ENERGY/MIN					
		I-6032449-8/AUG 16	211-45500-3380	UTILITIES HEAT 6/20-7/20	073137	45.43
01-0325	THELEN HTG & RFG CO					
		I-2407	211-45500-3400	REPAIR & MAIN HVAC PUMP & MAINT	073199	1,217.50
01-0344	WASTE PARTNERS INC					
		I-67X91084	211-45500-3430	MISCELLANEOUS GARBAGE DISPOSAL JULY	073214	70.14
01-2257	U.S. BANK					
		I-AUG 16 LIB	211-45500-2220	REPAIR & MAIN LAKES AREA LOCK - KEYS	073203	4.00
		I-AUG 16 LIB	211-45500-2220	REPAIR & MAIN MENARDS - CLEANER & BATTERIES	073203	36.18
		I-AUG 16 LIB	211-45500-2220	REPAIR & MAIN AMAZON - ADJUSTABEL SPOOL	073203	13.87
		I-AUG 16 LIB	211-45500-2220	REPAIR & MAIN COSTCO - LED BULBS	073203	814.72
		I-AUG 16 LIB	211-45500-2220	REPAIR & MAIN COSTCO - MEMBERSHIP	073203	55.00
		I-AUG 16 LIB	211-45501-3430	MISC - SPECIF USPS - STAMPS SRP	073203	18.80
		I-AUG 16 LIB	211-45500-2220	REPAIR & MAIN COSTCO - COMPUTER MATS	073203	84.98
		I-AUG 16 LIB	211-45500-3322	POSTAGE COSTCO - STAMPS	073203	46.75
		I-AUG 16 LIB	211-45501-3430	MISC - SPECIF PERFECTLYSMITTEN - ART SHEET J	073203	35.00
		I-AUG 16 LIB	211-45500-2220	REPAIR & MAIN COSTCO - MAT & WIPES	073203	38.98
		I-AUG 16 LIB	211-45505-3430	MISC - COPY M MENARDS - TWO CABINETS	073203	439.98
		I-AUG 16 LIB	211-45505-3430	MISC - COPY M BULK OFFICE SUP - BOOK ENDS	073203	150.15
01-2267	KRAMER, ANTHONY					
		I-396696	211-45500-3400	REPAIR & MAIN LAWN SERVICE 6/22-8/10	073165	424.00
01-3438	D - D BEVERAGE, LLC					
		I-72080	211-45500-2220	REPAIR & MAIN TISSUE	073143	88.35
		I-73639	211-45500-2220	REPAIR & MAIN SOAP	073143	103.18
				FUND 211 LIBRARY FUND	TOTAL:	3,839.33

PACKET: 03789 09/06/16 COUNCIL

VENDOR SET: 01

FUND : 223 DRUG FORFEITURE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0085	BRAINERD POLICE DEPT					
		I-ICR 16011000	223-42140-3432	UNDERCOVER SU UNDERCOVER SUPPLIES - TOBACCO	073131	19.00
				FUND 223 DRUG FORFEITURE	TOTAL:	19.00

PACKET: 03789 09/06/16 COUNCIL

VENDOR SET: 01

FUND : 224 DUI FORFEITURE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0888	WEST BRAINERD AUTO SERV					
		I-26590	224-42150-2210	OPERATING EXP TOW: 16011632	073215	45.00
				FUND 224 DUI FORFEITURE	TOTAL:	45.00

PACKET: 03789 09/06/16 COUNCIL
 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-240797	225-42120-2240	SMALL TOOLS EXTENSION CORD REPAIR	073121	8.98
01-0102	CANON FINANCIAL SERVICE					
		I-16373075	225-42220-3331	LEASE PAYMENT SEPTEMBER 2016 COPIER	073134	66.23
01-0125	CONSOLIDATED TELEPHONE					
		I-20361434	225-42220-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	28.23
		I-20361434	225-42120-3321	TELEPHONE PHONE/INTERNET 8/12-9/11	073140	139.52
		I-20361434	225-42120-3309	COMPUTER TECH PHONE/INTERNET 8/12-9/11	073140	26.25
01-0177	FIRST IMPRESSION PRINTI					
		I-65025	225-42120-2200	OFFICE SUPPLI 719 BUSINESS CARDS	073151	25.00
01-0209	HEARTLAND TIRE INC.					
		I-68357	225-42120-2221	SQUAD CAR REP SQD 418 - 2 FRONT TIRES	073155	278.90
01-0226	LAKES AREA MAT SERVICE					
		I-#580: 20160809	225-42120-3430	MISCELLANEOUS #580: PD MAT SERVICE	073167	40.15
		I-#580: 20160823	225-42120-3430	MISCELLANEOUS #580: PD MAT SERVICE	073167	40.15
01-0242	MALLIE LAW OFFICE, PA					
		I-SEPTEMBER 2016	225-42127-3310	MISDEMEANOR P SEPTEMBER 2016	073170	14,973.44
01-0260	MN BUREAU OF CRIM APPRE					
		I-33822-092716MC	225-42120-3330	PROFESSIONAL 701 - BCA CONFERENCE	073176	115.00
01-0265	OFFICE OF ENTERPRISE TE					
		I-W16070722	225-42127-3430	MISC - PROSEC JULY CITY PROSECUTOR PHONE	073186	63.90
01-0307	CENTER POINT ENERGY/MIN					
		I-5956221-5/AUG 16	225-42120-3380	UTILITIES 7/20-8/18 HEAT	073137	15.85
		I-6004720-6/AUG 16	225-42220-3380	UTILITIES HEAT 7/20-8/18	073137	22.19
01-0322	STREICHERS PROF EQUIP					
		I-I1222452	225-42120-3330	PROFESSIONAL CHEMICAL IRRITANT TRAINING SUP	073197	137.89
		I-I1222957	225-42120-1113	UNIFORM ALLOW 723 - UNIFORM BOOTS	073197	261.98
		I-I1223255	225-42120-1113	UNIFORM ALLOW 709 - UNIFORM PANTS	073197	54.99
		I-I1223604	225-42120-1113	UNIFORM ALLOW 774 - UNIFORM SHIRT	073197	56.23
		I-I1223960	225-42120-1113	UNIFORM ALLOW 709 - UNIFORM BOOTS, BELT, SHI	073197	398.68
		I-I1224136	225-42120-1113	UNIFORM ALLOW 723 - BELT LOOP ATTACHMENTS	073197	34.98
		I-I1224247	225-42120-1113	UNIFORM ALLOW 711 - BODY ARMOR/VEST	073197	960.00
01-0325	THELEN HTG & RFG CO					
		I-2580	225-42220-2220	REPAIR & MAIN STATION 1 ROOF LEAK REPAIR	073199	447.00
01-0354	ZIEGLER, INC					
		I-SW190018170	225-42220-2220	REPAIR & MAIN L2 DIAGNOSTIC	073218	154.88

PACKET: 03789 09/06/16 COUNCIL
 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0418	MN CHIEF'S OF POLICE AS	I-4864	225-42120-3330	PROFESSIONAL 705 - LEADERSHIP ACADEMY	073177	425.00
01-0736	NORTHLAND FIRE PROTECTI	I-2615	225-42120-2209	SAFETY EQUIPM RECHARGE FIRE EXTINGUISHER	073184	52.65
01-0745	BATTERIES PLUS	I-035-314052	225-42120-2221	SQUAD CAR REP SQD 442 - BATTERY	073128	224.95
		I-035-314286	225-42220-2210	OPERATING SUP 9V BATTERIES	073128	20.28
01-0798	MR TIRE	I-47463	225-42120-2221	SQUAD CAR REP SQD 401 - OIL CHANGE	073181	24.99
01-0900	CUB FOODS - BRAINERD	C-AUG 2016 CREDIT	225-42120-3430	MISCELLANEOUS CREDIT FOR OVERPAYMENT 07/16 I	073142	0.81-
		I-08152016	225-42220-2210	OPERATING SUP STATION CLEANING SUPPLIES	073142	22.37
01-0921	DONDELINGER'S	I-265714	225-42120-2221	SQUAD CAR REP SQD 442 - TAILLIGHT REPAIR	073145	58.85
01-1171	KEEPRS, INC/CY'S UNIFOR	I-316433	225-42120-1113	UNIFORM ALLOW 718TK - INITIAL ISSUE	073162	106.96
		I-316433-01	225-42120-1113	UNIFORM ALLOW 718TK - INITIAL ISSUE	073162	214.57
		I-316433-02	225-42120-1113	UNIFORM ALLOW 718TK - INITIAL ISSUE	073162	58.28
		I-318276	225-42120-1113	UNIFORM ALLOW 707 - UNIFORM BOOTS & GLOVES	073162	210.97
01-1343	CHARTER COMMUNICATIONS	I-AUG-SEPT 2016	225-42220-3380	UTILITIES 8/24-9/23 BUSINESS TV NE STATI	073138	7.35
01-1384	MARTIN-MCALLISTER	I-10548	225-42120-3300	PROFESSIONAL PD ASSESSMENT POTENTIAL HIRE	073171	500.00
01-1512	KIRVIDA FIRE INC	I-5665	225-42220-2220	REPAIR & MAIN E1 PUMP TESTING	073164	426.24
		I-5666	225-42220-2220	REPAIR & MAIN E2 PUMP TESTING	073164	367.29
		I-5667	225-42220-2220	REPAIR & MAIN E4 PUMP TESTING	073164	367.29
		I-5668	225-42220-2220	REPAIR & MAIN L1 PUMP TESTING	073164	414.57
		I-5669	225-42220-2220	REPAIR & MAIN L2 PUMP TESTING	073164	695.07
01-1591	VESEL'S CUSTOM & COLLIS	I-4081113	225-42120-2221	SQUAD CAR REP SQD 424 - AUTO BODY REPAIR	073210	3,628.25
01-1632	ADVANCED AUTO REPAIR OF	I-56465	225-42220-2220	REPAIR & MAIN S1 AC REPAIR	073123	467.21
01-1815	F.I.R.E. CROSSLAKE	I-1944	225-42225-3330	PROFESSIONAL AUGUST 2016 LIVE BURN TRAINING	073149	1,500.00
01-1912	MINNEAPOLIS FINANCE DEP					

PACKET: 03789 09/06/16 COUNCIL

VENDOR SET: 01

FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1912	MINNEAPOLIS FINANCE DEP	continued				
		I-400451000324	225-42120-3309	COMPUTER TECH 07/16 APS SUPPORT	073174	519.30
01-1913	GRAND FORKS FIRE EQUIPM					
		I-17861	225-42220-2210	OPERATING SUP TRUCK CACHE, EDGE PROTECTOR	073153	375.00
01-2257	U.S. BANK					
		I-AUG 16 ADM	225-42220-3309	COMPUTER TECH BOX.NET - WEB SUPPORT ATTRNY F	073203	15.00
		I-AUG 16 FD	225-42220-2210	OPERATING SUP FLEET FARM - HERBICIDE, BANDS,	073203	77.27
		I-AUG 16 FD	225-42220-2210	OPERATING SUP RETURN FLEET FARM PRODUCTS	073203	5.11-
		I-AUG 16 FD	225-42220-1113	UNIFORM ALLOW GLS - UNIFORMS HOLMES/COX	073203	34.00
		I-AUG 16 FD	225-42220-3309	COMPUTER TECH APPLE ITUNES - IPAD CHEMICAL H	073203	8.62
		I-AUG 16 FD	225-42220-2210	OPERATING SUP FLEET FARM - RESCUE BAGS	073203	39.90
		I-AUG 16 FD	225-42220-3330	PROFESSIONAL MN ST. FIRE ASSN - CHIEFS CONF	073203	600.00
		I-AUG 16 FD	225-42220-3309	COMPUTER TECH APPLE ITUNES - TAX REFUND	073203	0.63-
		I-AUG 16 FD	225-42220-3309	COMPUTER TECH BEST BUY - ROUTER	073203	54.99
		I-AUG 16 FD	225-42220-2210	OPERATING SUP ALERT ALL - NEW FIRE CHIEF HEL	073203	600.00
		I-AUG 16 FD	225-42220-3330	PROFESSIONAL MN FIRE CERT - FT CERTIFICATIO	073203	25.00
		I-AUG 16 FD	225-42225-3330	PROFESSIONAL MN FIRE CERT - POC CERTIFICATI	073203	450.00
		I-AUG 16 FD	225-42220-2210	OPERATING SUP FLEET FARM - LIGHT BULBS	073203	39.98
		I-AUG 16 PD	225-42120-3321	TELEPHONE WALGREENS -CSO CELL PHONE MINS	073203	41.01
		I-AUG 16 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073203	6.47
		I-AUG 16 PD	225-42120-2210	OPERATING SUP MN CHIEFS ASSN - 200 PERMIT TO	073203	109.90
		I-AUG 16 PD	225-42120-3330	PROFESSIONAL LAQUINTA - 704 USE OF FORCE CO	073203	134.07
		I-AUG 16 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073203	6.47
		I-AUG 16 PD	225-42120-2200	OFFICE SUPPLI OFFICEMAX - DAY PLANNER REFILL	073203	14.99
		I-AUG 16 PD	225-42120-2210	OPERATING SUP TRANSUNION - SSNS #S FOR TICKE	073203	25.00
		I-AUG 16 PD	225-42120-2200	OFFICE SUPPLI AMAZON - TELEPHONE CORD COUPLE	073203	14.00
		I-AUG 16 PD	225-42120-2220	REPAIR & MAIN MILLS - CLEANING & MAINT SUPPL	073203	11.74
		I-AUG 16 PD	225-42120-3321	TELEPHONE WALGREENS - CSO CELL PHONE MIN	073203	51.98
		I-AUG 16 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073203	3.77
		I-AUG 16 PD	225-42120-3322	POSTAGE POSTMASTER - 200 STAMPS	073203	94.00
		I-AUG 16 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073203	1.15
		I-AUG 16 PD	225-42120-2221	SQUAD CAR REP WALMART - SQD 442 TAILLIGHT BU	073203	5.97
		I-AUG 16 PD	225-42120-2220	REPAIR & MAIN WALMART - CLEANING & MAINT SUP	073203	2.94
		I-AUG 16 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073203	6.42
		I-AUG 16 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073203	6.47
		I-AUG 16 PD	225-42120-2210	OPERATING SUP NARTEC - METH KITS	073203	179.80
		I-AUG 16 PD	225-42120-2210	OPERATING SUP RAPIDDETEC - UA KITS	073203	137.00
		I-AUG 16 PD	225-42120-3322	POSTAGE POSTMASTER - 200 STAMPS	073203	94.00
		I-AUG 16 PD	225-42125-3430	MISC - BIKE P GALLS - 722 - UNIFORM PANTS	073203	99.99
01-2269	TURNING OUT SOLUTIONS					
		I-350	225-42220-2210	OPERATING SUP HOSE STRAP	073202	380.00
01-2306	NICHOLAS, JUSTIN					
		I-ICR 16010952	225-42120-3430	MISCELLANEOUS REPLACEMENT OF CELL PHONE	073182	200.00
01-2320	RELENTLESS LLC					

PACKET: 03789 09/06/16 COUNCIL
 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2320	RELENTLESS LLC	continued				
	I-4867	225-42120-3330	PROFESSIONAL	715/725 DESERT SNOW TRAINING	073192	580.00
01-2377	GRANITE ELECTRONICS					
	I-140000408-1	225-42220-2210	OPERATING SUP	REMOTE MOUNT CABLE	073154	68.00
01-2620	PERSONNEL EVALUATION IN					
	I-19627	225-42120-3300	PROFESSIONAL	PROFILE - POTENTIAL NEW HIRE	073188	20.00
01-2924	VERIZON WIRELESS					
	I-9770412527	225-42220-3321	TELEPHONE	7/16-8/15 IPAD MOBILE BROADBAN	073209	175.05
01-3018	NORTH COUNTRY JANITORIA					
	I-AUG 2016	225-42120-3300	PROFESSIONAL	AUGUST JANITORIAL SERVICES	073183	1,000.00
01-3052	SQUAD PRO					
	I-286	225-42120-2221	SQUAD CAR REP	SQD 419 - LIGHT ISSUE	073195	375.00
01-3138	ST. LOUIS MRO INC.					
	I-39868	225-42120-3300	PROFESSIONAL	1 PRE-EMPLOYMENT SCREEN	073196	24.50
01-3168	MOTORS-N-MORE					
	I-24477	225-42120-2221	SQUAD CAR REP	SQD 499 - OIL CHANGE, FUEL PUM	073180	562.19
	I-24484	225-42120-2221	SQUAD CAR REP	SQD 415 - OIL CHANGE, BRAKES,	073180	660.07
	I-24511	225-42120-2221	SQUAD CAR REP	SQD 404 - OIL CHANGE	073180	23.00
	I-24520	225-42120-2221	SQUAD CAR REP	SQD 418 - OIL CHANGE	073180	23.00
01-3202	INNOVATIVE OFFICE SOLUT					
	I-1274246	225-42220-2200	OFFICE SUPPLI	PAPER CLIPS, PENS, TONER	073158	54.22
	I-IN1287179	225-42120-2200	OFFICE SUPPLI	TONER, PENS, MARKERS, BINDERS	073158	137.98
	I-IN1287179	225-42120-2210	OPERATING SUP	CD-R, DVD-R, ENVELOPES, LABELS	073158	65.39
	I-IN1287179	225-42120-2220	REPAIR & MAIN	CLEANING SUPPLIES	073158	37.34
	I-IN1287180	225-42120-2200	OFFICE SUPPLI	COPY PAPER, LABELS, TAPE	073158	91.38
01-3379	YARDCREATIONS LLC					
	I-3194	225-42120-3300	PROFESSIONAL	IRRIGATION SYSTEM REPAIR	073217	244.50
01-3395	EMERGENCY RESPONSE SOLU					
	I-7009	225-42220-3300	PROFESSIONAL	SCBA FLOW TEST	073148	2,410.00
	I-7015	225-42220-2220	REPAIR & MAIN	VALVE REPAIR	073148	111.78
01-3429	ANDRINGA, NICHOLAS					
	I-TRAVREIM 8/16	225-42120-3330	PROFESSIONAL	722 - CIT TRAINING - PARKING	073127	4.00
01-3438	D - D BEVERAGE, LLC					
	I-73210	225-42220-2210	OPERATING SUP	SOAP DISPENSER	073143	35.35
			FUND	225 PUBLIC SAFETY FUND	TOTAL:	39,305.96

PACKET: 03789 09/06/16 COUNCIL

VENDOR SET: 01

FUND : 227 RECYCLING FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-1286	EAST SIDE OIL COMPANY					
		I-R63590	227-43230-3428	USED OIL RECY 8/10/16 FILTER & ANTIFREEZE	073147	50.00
				FUND 227 RECYCLING FUND	TOTAL:	50.00

PACKET: 03789 09/06/16 COUNCIL
VENDOR SET: 01
FUND : 230 PARK & RECREATION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0006	WALMART COMMUNITY/GEGRB					
		I-AUGUST 2016	230-45216-2210	OPERATING SUP TOURNAMENT SUP - CANOPIES	073213	143.00
01-0102	CANON FINANCIAL SERVICE					
		I-16373073	230-45200-3331	LEASE PAYMENT COPIER LEASE - AUGUST	073134	177.79
01-0147	MINNESOTA ASA/USA SOFTB					
		I-2616	230-45215-2210	OPERATING SUP PROGRAM SUP - ADULT SOFTBALL	073175	2,400.00
		I-2645	230-45215-2210	OPERATING SUP SANCTION FEES - ADULT FALL SOF	073175	330.00
01-0203	HOLDEN ELECTRIC					
		I-43831	230-45200-2220	REPAIR & MAIN SERVICE CALL - MMP SOFTBALL FI	073157	87.50
01-0356	HIRSHFIELD'S DECORATING					
		I-09115379	230-45207-2220	REPAIR & MAIN PAINT - MILLS FIELD	073156	159.05
01-0889	MENARDS - BAXTER					
		I-29511	230-45207-2220	REPAIR & MAIN LUMBER - MILLS FIELD	073172	441.74
01-2106	BSN SPORTS/COLLEGIATE P					
		I-98151207	230-45212-2210	OPERATING SUP PROGRAM SUPPLIES - KICKBALLS	073133	65.98
01-2257	U.S. BANK					
		I-AUG 16 PK	230-45200-2210	OPERATING SUP SURVEY MONKEY	073203	26.00
		I-AUG 16 PK	230-45204-2210	OPERATING SUP COUNTRY HEARTH - BUNS	073203	45.00
		I-AUG 16 PK	230-45200-3322	POSTAGE NEOPOST - POSTAGE METER INK	073203	133.00
				FUND 230 PARK & RECREATION FUND	TOTAL:	4,009.06

PACKET: 03789 09/06/16 COUNCIL
VENDOR SET: 01
FUND : 235 STREET & SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		C-240444	235-43170-2220	REPAIR & MAIN TAPE MEASURE RETURNED	073121	17.99-
		I-240315	235-43170-2220	REPAIR & MAIN MEASURE TAPE	073121	17.99
		I-240337	235-43100-2220	REPAIR & MAIN WIU METAL COVERS	073121	11.69
		I-240417	235-43100-2220	REPAIR & MAIN NAILS	073121	3.19
		I-240479	235-43100-2220	REPAIR & MAIN FASTENERS	073121	18.42
		I-240810	235-43100-2220	REPAIR & MAIN SPRING SNAP	073121	7.18
01-0039	AMERIPRIDE LINEN SERVIC					
		I-2200814386	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	073125	88.98
		I-2200816932	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	073125	65.31
		I-2200819415	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	073125	102.47
01-0041	ANDERSON BROTHERS CONST					
		I-11889	235-43100-2220	REPAIR & MAIN 1.55 TONS HOT MIX	073126	100.75
01-0125	CONSOLIDATED TELEPHONE					
		I-20365987	235-43100-3321	TELEPHONE 8/12-9/11 PHONE/INTERNET	073140	109.49
01-0170	FASTENAL COMPANY					
		I-MNBAX198315	235-43100-2220	REPAIR & MAIN EAR PLUGS	073150	42.82
01-0177	FIRST IMPRESSION PRINTI					
		I-65138	235-43100-2200	OFFICE SUPPLI TIME REPORT PADS	073151	59.55
01-0307	CENTER POINT ENERGY/MIN					
		I-5974635-4/AUG 16	235-43100-3380	UTILITIES HEAT 7/20-8/18	073137	45.43
01-0315	SHERWIN WILLIAMS					
		I-5055-1	235-43170-2220	REPAIR & MAIN STRAINERS	073193	43.80
		I-8712-3	235-43170-2220	REPAIR & MAIN 50 GALLONS WHITE LATEX PAINT	073193	188.00
01-1095	VIKING ELECTRIC SUPPLY					
		I-1728068	235-43100-2220	REPAIR & MAIN BOX W/ 3 1/2" HUBS	073211	2.85
01-1449	M-R SIGN CO., INC.					
		I-191914	235-43170-2210	OPERATING SUP SIGNAGE MATERIALS	073168	503.17
01-2257	U.S. BANK					
		I-AUG 16 ENG	235-43100-2220	REPAIR & MAIN CWC MILL EQUIP - 6 BUSHINGS	073203	58.48
01-2846	AMERICAN WELDING-GAS IN					
		I-4202509	235-43100-3410	RENTAL EXPENS JULY CYLINDER RENTAL	073124	39.95
01-3438	D - D BEVERAGE, LLC					
		I-74258	235-43100-2210	OPERATING SUP PINE-SOL, KITCHEN SUPPLIES	073143	33.55
				FUND 235 STREET & SEWER FUND	TOTAL:	1,525.08

PACKET: 03789 09/06/16 COUNCIL

VENDOR SET: 01

FUND : 237 SANITARY SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0011	ACE HARDWARE					
		C-239950	237-43190-2220	REPAIR & MAIN FASTENERS RETURNED	073121	19.40-
		I-239936	237-43190-2220	REPAIR & MAIN FASTENERS	073121	19.40
01-0284	OFFICE SHOP					
		I-1011128-0	237-43190-2200	OFFICE SUPPLI INK CARTRIDGE	073187	37.99
01-3349	BORDEN EXCAVATING INC					
		I-2127	237-43190-2220	REPAIR & MAIN EMERGENCY SEWER REPAIR	073129	1,575.00
				FUND 237 SANITARY SEWER FUND	TOTAL:	1,612.99

PACKET: 03789 09/06/16 COUNCIL

VENDOR SET: 01

FUND : 311 SINKING 07B GO-IMPR

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-1	MISCELLANEOUS VENDOR					
	REFUND OVERPAYMENT	I-09196220011Z009/16	311-36101	SPECIAL ASSMT REFUND OVERPAYMENT IMP 04:11	073191	388.19
	REFUND OVERPAYMENT	I-09196220011Z009/16	311-36102	SPECIAL ASSMT REFUND OVERPAYMENT IMP 04:11	073191	44.79
				FUND 311 SINKING 07B GO-IMPR	TOTAL:	432.98

PACKET: 03789 09/06/16 COUNCIL

VENDOR SET: 01

FUND : 400 CAPITAL PROJECTS FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0220	KENNEDY & GRAVEN					
		I-BOND 2016B-2016	400-49050-3300	PROFESSIONAL ISSUANCE OF 2016B BOND	073163	6,000.00
				FUND 400 CAPITAL PROJECTS FUND	TOTAL:	6,000.00

PACKET: 03789 09/06/16 COUNCIL
VENDOR SET: 01
FUND : 401 CONSTRUCTION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0041	ANDERSON BROTHERS CONST					
		I-995	401-41604-5530	PYMTS TO CONT 2016 STREET PATCHING FINAL	073126	22,065.38
01-0220	KENNEDY & GRAVEN					
		I-BOND 16A-2016	401-41415-3300	PROFESSIONAL ISSUANCE OF 2016A BOND	073163	15,000.00
01-0267	MN POLLUTION CONTROL AG					
		I-10000017180	401-41606-3300	PROFESSIONAL VOLUNTARY REMEDIATION APP	073178	125.00
01-0317	SHORT ELLIOTT HENDRICKS					
		I-319720	401-41415-3300	PROFESSIONAL ARPT UTIL EXT THRU 7/31	073194	74,698.44
01-0346	WIDSETH SMITH NOLTING					
		I-111756	401-41606-3300	PROFESSIONAL VIC APP/CONT PLAN THRU 8/6	073216	2,430.00
		I-111768	401-41611-3300	PROFESSIONAL BRIDGE AUDIT THRU 8/6	073216	1,938.08
01-0929	BRAUN INTERTEC CORP					
		I-B066636	401-41603-3300	PROFESSIONAL SEAL COAT SOIL TEST THRU 7/29	073132	687.50
		I-B067615	401-41415-3300	PROFESSIONAL MATERIAL TEST THRU 8/5	073132	6,296.75
01-1967	FRONTIER PRECISION INC					
		I-151711	401-49030-2210	OPERATING SUP SECO TRIPOD QUICK CLAMP	073152	169.00
01-3102	NORTHWOODS LANDSCAPING					
		I-AUGUST 2016	401-41003-3300	PROFESSIONAL JULY MAINT & TREE REPLACEMENT	073185	2,700.00
01-3413	RATWIK, ROSZAK AND MALO					
		I-59011	401-41415-3300	PROFESSIONAL JULY ATTORNEY SERVICES	073190	348.00
			FUND 401	CONSTRUCTION FUND	TOTAL:	126,458.15
					REPORT GRAND TOTAL:	230,222.84

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 2
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: LMCIT Premium Renewal 2016-2017

☐ 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: Connie Hillman	Department: Finance
Presenter (Name & Title): Craig Miller, WE Ins.	Estimated Time Needed: 15 minutes
Summary of Issue: Mr. Craig Miller from Weizenegger-Engel Insurance will be at the meeting to present the 2016-2017 general liability and auto insurance renewal information. Information is attached for your review.	
Alternatives, Options, Effects on Others/Comments: The City (excluding BPU, but including transit, airport, library) budgeted the 2016 insurance to be \$200,006. Based on the attached information, the actual cost for 2016 is estimated to be \$190,412, an estimated cost savings of approximately \$9,594.	
Recommended Action/Motion: Approve the insurance renewal from the LMCIT for June 1, 2016 - May 31, 2017.	
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>	



(218) 829-4721
FAX (877) 829-0804
301 N.W. 6th St.
Box 975
Brainerd, MN 56401

August 30, 2016

Brainerd City Council
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: LMCIT Insurance Renewal

Dear Council Members,

Enclosed is the City's renewal premium summary, along with a comparative premium breakdown for the City, Brainerd Public Utilities and the Transit department.

Overall, the annual premium has decreased approximately 1%. Rates for Property, Mobile Equipment and Auto Physical Damage have been reduced – all other coverage lines remained the same. Municipal and Auto Liability rates were also positively affected by the City's experience rating, which dropped from 1.108 to 1.094.

Coverage changes include automatic inflationary increases to Property & Mobile Equipment limits. The number of vehicles insured for Replacement Cost coverage has increased from 16 units to 22 units.

As in the past, we have received a proposal from the LMCIT for Excess Liability coverage with a limit of \$1,000,000. The annual premium for this coverage is \$36,814, with the cost allocated approximately 45% each for the City and Utility and 10% for Transit. Coverage would exclude Downstream Liability. Under your Municipal Package policy, Statutory Tort Limits do not apply to claims under Federal civil rights laws (employment practices, discrimination, etc.), liability assumed by contract or "taking" of property which makes this a coverage to consider.

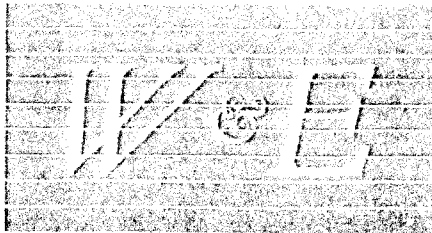
Please let me know if you have any questions or concerns on this. Thank you.

Sincerely,



Craig Miller

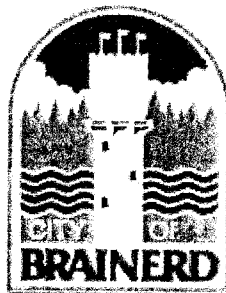
Cc: Todd Wicklund, BPU



WEIZENEGGER
ENGEL INSURANCE

MUNICIPAL INSURANCE PACKAGE
2016 - 2017

City of Brainerd
Brainerd Public Utilities
Brainerd-Crow Wing County Transit



Prepared by: Craig Miller

WEIZENEGGER
ENGEL **INSURANCE**

301 NW 6th Street, Brainerd, MN 56401 (218) 829-4721

PREMIUM SUMMARY

CITY OF BRAINERD, BRAINERD PUBLIC UTILITIES &
 BRAINERD & CROW WING PUBLIC TRANSIT
 - All Departments Combined -
 League of Minnesota Cities Insurance Trust
 June 1, 2016 to June 1, 2017

COVERAGE	EXPIRING PREMIUM 2015/2016	RENEWAL PREMIUM 2016/2017
Building & Contents	\$100,715	\$99,270
Equipment	\$11,686	\$11,865
Municipal Liability	\$137,887	\$131,192
Public Officials E&O	Included	Included
Automobile	\$64,137	\$68,104
Blanket Employee Bond	\$1,885	\$1,789
Equipment Breakdown	\$12,399	\$12,863
Open Meeting Law	Included	Included
TOTAL ANNUAL PREMIUMS	\$328,709	\$325,083

08/30/2016

PREMIUM SUMMARY - City

- CITY OF BRAINERD -

League of Minnesota Cities Insurance Trust
June 1, 2016 to June 1, 2017

COVERAGE	EXPIRING PREMIUM 2015/2016	RENEWAL PREMIUM 2016/2017
Building & Contents	\$16,889	\$16,340
Equipment	\$7,532	\$7,773
Municipal Liability	\$109,188	\$103,903
Public Officials E&O	Included	Included
Automobile	\$33,225	\$33,165
Blanket Employee Bond	\$943	\$895
Equipment Breakdown	\$2,976	\$3,042
Open Meeting Law	Included	Included
ANNUAL PREMIUM	\$170,753	\$165,118

08/30/2016

City of Brainerd
Premium by Department
June 1, 2016/2017

	Property	Equipment	Liability	Auto	Bond	Equipment Breakdown	Open Meeting Law	TOTAL
City	\$5,033		\$27,090	\$2,134	\$895	\$937	\$0	\$36,089
Str/Swr	\$1,668	\$5,692	\$18,733	\$5,664		\$310		\$32,067
Police	\$1,773	\$360	\$52,905	\$7,178		\$330		\$62,546
Park	\$2,716	\$613	\$2,641	\$1,823		\$506		\$8,299
Fire	\$1,825	\$1,108	\$1,799	\$16,366		\$340		\$21,438
Library	\$3,325		\$133			\$619		\$4,077
EDA			\$102					\$102
Airport			\$500					\$500
SUBT	\$16,340	\$7,773	\$103,903	\$33,165	\$895	\$3,042	\$0	\$165,118
Transit			\$1,167	\$22,871				\$24,038
TOTAL	\$16,340	\$7,773	\$105,070	\$56,036	\$895	\$3,042	\$0	\$189,156

PREMIUM SUMMARY - BPU

- BRAINERD PUBLIC UTILITIES -

League of Minnesota Cities Insurance Trust
June 1, 2016 to June 1, 2017

COVERAGE	EXPIRING PREMIUM 2015/2016	RENEWAL PREMIUM 2016/2017
Building & Contents	\$83,826	\$82,930
Equipment	\$4,154	\$4,092
Municipal Liability	\$27,753	\$26,122
Public Officials E&O	Included	Included
Automobile	\$8,431	\$12,068
Blanket Employee Bond	\$942	\$894
Equipment Breakdown (excl. Hydro)	\$9,423	\$9,821
Open Meeting Law	Included	Included
ANNUAL PREMIUM	\$134,529	\$135,927
<u>Stand-Alone Coverage (non-LMCIT)</u> Hydro - Equipment Breakdown (Factory Mutual Insurance)	\$19,488	\$20,061

08/30/2016

Brainerd Public Utilities
Premium by Department
June 1, 2016/2017

	Property	Equipment	Liability	Auto	Bond	Equipment Breakdown	Open Meeting Law	TOTAL
Electric	\$2,877	\$1,151	\$2,577	\$7,881		\$536		\$12,803
Hydro	\$27,809		\$991	\$229				\$1,149
- BI/EE	\$2,370							
Disposal	\$32,040	\$1,851	\$991	\$1,239		\$5,965		\$45,497
Water	\$11,582	\$607	\$1,784	\$1,030		\$2,156		\$25,664
General	\$6,252	\$483	\$19,779	\$1,689	\$894	\$1,164	\$0	\$33,959
TOTAL	\$82,930	\$4,092	\$26,122	\$12,068	\$894	\$9,821	\$0	\$135,927

PREMIUM SUMMARY - Transit

- BRAINERD & CROW WING PUBLIC TRANSIT -

League of Minnesota Cities Insurance Trust
June 1, 2016 to June 1, 2017

COVERAGE	EXPIRING PREMIUM 2015/2016	RENEWAL PREMIUM 2016/2017
Building & Contents		
Equipment		
Municipal Liability	\$946	\$1,167
Public Officials E&O	Included	Included
Automobile	\$22,481	\$22,871
Blanket Employee Bond		
Equipment Breakdown		
Open Meeting Law	Included	Included
ANNUAL PREMIUM	\$23,427	\$24,038

08/30/2016

MUNICIPAL PROPERTY

PROPERTY:

- Building & Contents Blanket Limit	\$122,516,296
- Mobile Equipment - Scheduled	\$2,849,637
- Mobile Equipment < \$25,000	\$608,504
- Business Income / Hydro	\$1,000,000

**See Attached Property Schedule*

Special Causes of Loss Form

Replacement Cost Coverage

- Historic Water Tower insured at Reproduction Cost
Agreed Amount

Municipal Property Deductible: \$5,000

<u>CRIME:</u> Limit per Occurrence	\$250,000	<u>Deductible</u> \$5,000 p/occurrence
<u>BOND:</u> Limit per Occurrence	\$500,000	\$1,000 p/occurrence
<u>PETROFUND:</u> Aggregate	\$250,000	N/A
<u>EQUIPMENT BREAKDOWN:</u>	\$87,355,796	\$1,000 p/accident

ADDITIONAL PROPERTY COVERAGES

1. Loss of Revenue, Extra Expense and Expediting Expense	\$5,000,000 Per Occurrence
2. Demolition & Debris Removal (Direct Damage to Property)	25% of the Estimated Replacement Cost of the Covered Property
(No Direct Damage to Property)	\$50,000 Per Occurrence
3. Leasehold Interest	\$500,000 Per Location
4. Accounts Receivable	\$500,000 Per Location
5. Valuable Papers and Records	\$500,000 Per Location
6. Utility Services	\$100,000 Per Occurrence
7. Green Building Expenses	1% of Contract Cost, but not to exceed \$100,000 Per Location
8. Asbestos Cleanup and Removal	\$250,000 Per Location
9. Pollutant Cleanup and Removal	\$25,000 Per Location
10. Errors	\$500,000 Per Occurrence
11. Rental Reimbursement	\$250,000 Annual Aggregate
12. Arson Reward	\$5,000 Per Fire Loss
13. Extraordinary Expense	\$250,000 Annual Aggregate
14. Data Security Breach Expenses	\$250,000 Annual Aggregate
15. Organic Pathogen Cleanup	\$250,000 Annual Aggregate
Water & Supplemental Flood Coverage	\$500,000 Per Occurrence
	\$500,000 Annual Aggregate

MOBILE PROPERTY

<u>SCHEDULED ITEMS > \$25,000</u>	<u>LIMIT</u>	<u>DEPARTMENT</u>
1. 1991 Cat End Loader	\$164,024	S
2. Envirosight Rover	\$85,087	S
3. 1997 Klauer Snowgo Blower	\$128,144	S
4. 1996 Cat End Loader	\$184,527	S
5. 1997 Elgin SE Hydro Sweeper	\$189,653	S
6. 2004 John Deere Backhoe	\$73,811	S
7. 2000 Caterpillar Grader	\$240,910	S
8. 2001 Insta Prime Pump	\$52,283	S
9. 2007 Cat Motor Grader	\$230,659	S
10. 2007 Cat Multi Terrain Loader	\$46,132	S
11. 2014 Pelican Sweeper	\$185,552	S
12. 2000 Brush Bandit 250XP	\$25,629	S
13. 2010 JD 323D Track Loader	\$76,109	Park
14. Geniss Extraction Tool	\$45,000	FD
15. Centaur Extraction Tool	\$45,000	FD
16. Hurst Extraction Tool	\$45,000	FD
17. Hurst Extraction Tool	\$45,000	FD
18. Hurst Extraction Tool	\$45,000	FD
19. 2005 Ditchwitch Trencher	\$102,515	BPU-E
20. Morbark Chipper	\$30,755	BPU-E
21. Altec DB35 Backyard Lineman	\$33,830	BPU-E
22. Caterpillar Mini-Excavator	\$51,258	BPU-E
23. Caterpillar Multi-Terrain Loader	\$55,796	BPU-E
24. Caterpillar Backhoe/Loader	\$110,280	BPU-W
25. 1990 MQ 150KVA Generator	\$66,635	BPU-D
26. 2005 Cat 350KVA Generator	\$79,962	BPU-D
27. MQ KVA Portable Generator	\$31,780	BPU-D
28. Nuhn 6000 Gal. Applicator	\$76,886	BPU-D
29. Caterpillar Challenger MT 645D	\$229,634	BPU-D
30. 2013 Vermeer Vactron	\$72,786	BPU-G
	\$2,849,637	

UNSCHEDULED ITEMS < \$25,000	\$608,504
--	------------------

Mobile Property Deductible: \$5,000

**Note: Mobile property with replacement cost greater than \$25,000 needs to be scheduled. Therefore, if you have an older piece of equipment which would cost in excess of \$25,000 to replace, the equipment should be scheduled to avoid a potential problem in the event of a claim.*

MUNICIPAL LIABILITY

COVERAGE WRITTEN ON:

Claims Made Form

LIMITS OF LIABILITY:

Per Occurrence Limit	\$2,000,000	
Products Limit	\$3,000,000	Annual Aggregate
Failure to Supply Claim Limit	\$3,000,000	Annual Aggregate
EMF Claim Limit	\$3,000,000	Annual Aggregate
Limited Pollution Liability	\$2,000,000	Per Sudden Occ.
Outside Organization Claim Limit	\$100,000	Annual Aggregate
Data Security Breach Claim Limit	\$3,000,000	Annual Aggregate
Land Use & Special Risk Litigation	\$1,000,000	Annual Aggregate
Medical & Related Expense Limit	Not Covered	

Municipal Liability Deductible: \$1,000**MISC. COVERAGE:**

Errors & Omissions (incl. Airport)

Defense Cost Reimbursement Expense	\$50,000	Annual Aggregate
		Per City Official
	\$250,000	Annual Aggregate

MUNICIPAL AUTOMOBILE

Automobile Liability	\$2,000,000 Per Occurrence
Basic Economic Loss Benfits	MN Statutory PIP
Uninsured & Underinsured Motorist	\$200,000 Per Occurrence
Automobile Physical Damage	Actual Cash Value (unless endorsed)
Hired & Non-Owned Automobile	\$2,000,000

Automobile Deductible: \$1,000

22 VEHICLES WITH REPLACEMENT COST COVERAGE

ADDITIONAL CONSIDERATIONS

	Annual Premium
<i>Excess Liability Quote:</i>	
- Coverage Limit @ \$1,000,000 45% City / 45% BPU / 10% Transit	\$36,814
<i>Bond option:</i>	
- Bond Limit @ \$1,000,000	\$2,591 (additional \$802)
<i>Data Breach option:</i>	
- Data Breach limit @ \$500,000	\$1,000
<i>City Hall at Reproduction Cost:</i>	
- Coverage Limit @ \$5,000,000 (current limit = \$3,524,146)	\$2,900 (\$855 over actual)
*Appraisal has been ordered.	



Brainerd City Council Agenda Request

P&F 3
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Computer Security / End Point Protection

☐ 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: IT/GIS Coordinator, Shawn Strong	Department: Information Technology
Presenter (Name & Title):	Estimated Time Needed: 3 min
Summary of Issue: A firewall and anti-virus software is no longer sufficient defense to protect the city network from external threats. Various end point protection softwares are available to defend against malware, ransomware, and other threats that are not caught by traditional anti-virus software. The city uses a Cisco firewall and has the option to add Cisco's 'Advanced Malware Protection for Endpoints' as an added feature to the firewall and all of the endpoints within the network (mostly computers and servers).	
Alternatives, Options, Effects on Others/Comments: Option 1: purchase necessary service and/or licensing to protect the city network Option 2: make no changes Our Cisco vendor was unavailable the day that we decided to add this item to the agenda (no quote). Based on previous discussions, cost is estimated to be around \$3,000. Retail is listed at \$60 per endpoint x 90 = \$5,400 -- govt pricing should be considerably lower. An actual quote should be available at the meeting.	
Recommended Action/Motion: Staff recommends that the city implements this additional layer of security in the near future. There is a line item for endpoint protection in the 2017 budget, but if financially feasible 'the sooner the better'.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>unknown</u> Is this budgeted? ☐ Yes ☒ No Not part of the 2016 budget, item listed in 2017 budget. <u>Please Explain:</u>	



Brainerd City Council Agenda Request

P&F 4
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Subordination of Loan to 3rd 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 <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Administration/Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 minutes
Summary of Issue: A resident who has a SCDG loan through the City is considering getting a 2nd mortgage on their home. In order to do so, the City needs to issue the lender a subordination agreement in which the City will be in third lien position. The City is currently in second position. The loan was originally \$25,000. It is interest free, payable upon the sale or change of ownership. 100% is payable if the home is sold in the first 9 years of the grant/loan, 50% within 10-19 years and 100% forgiven after 20 years. The grant/loan is in the 50% forgiveness category with \$12,500 remaining and will be 100% forgiven after 10/4/22.	
Alternatives, Options, Effects on Others/Comments: The City Attorney has reviewed the grant agreement and rules. There is nothing that would prohibit the City from assuming the 3rd position. Staff is awaiting the subordination agreement to pass along to the City Attorney for review.	
Recommended Action/Motion: Approve or deny the request for the subordination agreement to 3rd position, and if approved authorize signatures of subordination agreement after City Attorney review.	
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
5
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Trainee Election Judge Wage

☐ 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: Connie Hillman	Department: Administration/Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 3 minutes
Summary of Issue: Students age 16 and 17 can be election judge trainees. Trainees must be paid at least two-thirds of the minimum wage. The current wage is set at \$5.50 per hour. Effective August 1, 2016, the state minimum wage is \$9.50. Two-thirds would be a minimum of \$6.34 per hour.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Amend Resolution No. 39:14 setting the Trainee Election Judges wage to \$6.34 or higher.	
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 set amount is budgeted to conduct the primary and general election.	

RESOLUTION NO. 39:14

**RESOLUTION ESTABLISHING POLLING LOCATIONS AND
SETTING PAY FOR ELECTION JUDGES FOR THE 2014 PRIMARY ELECTION**

WHEREAS, the State General Election for the City of Brainerd will be held August 12, 2014.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRAINERD, that the polling places in the several voting precincts in the City of Brainerd shall be as follows:

Ward 1 Precinct 1	Trinity Lutheran Church
Ward 1 Precinct 2	Church of Jesus Christ of Latter-Day Saints
Ward 2 Precinct 1	Riverside Elementary School
Ward 2 Precinct 2	Lakes Area Senior Center
Ward 3 Precinct 1	Lowell Elementary School
Ward 3 Precinct 2	Garfield Elementary School
Ward 3 Precinct 3	Garfield Elementary School
Ward 4 Precinct 1	Harrison Elementary School
Ward 4 Precinct 2	St. Andrew's Catholic Church

BE IT FURTHER RESOLVED, that the judges of the Election are those individuals who have completed training as required by MN Statutes and are on file with the Administrator's Office.

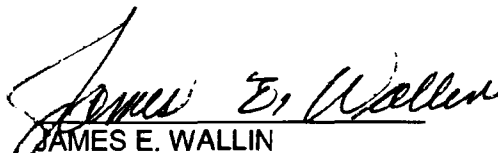
BE IT FURTHER RESOLVED, that the rate of pay of judges for the election be fixed as follows: Precinct Head Judges - \$12.00 per hour; Regular Judges - \$10.00 per hour; Trainee Election Judges - \$5.50 per hour.

BE IT FURTHER RESOLVED, that the Acting City Administrator/Finance Director be and hereby is directed and authorized to purchase the necessary supplies as needed for this election.

Adopted this 7th day of July, 2014


DALE A. PARKS
President of the Council

Approved this 8th day of July, 2014


JAMES E. WALLIN
Mayor

ATTEST: 
PATRICK WUSSOW
City Administrator



Brainerd City Council Agenda Request

P+F 6
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Election Emergency Plan

☐ 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: Connie Hillman	Department: Administration/Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 3 minutes
Summary of Issue: New legislation was passed in 2016 which requires all counties to adopt an election emergency plan. Municipalities that have polling places must adopt a plan, and may choose to create and adopt their own plan or to adopt the county's plan as is. Attached is the Crow Wing County's election emergency plan.	
Alternatives, Options, Effects on Others/Comments: Emergency plans had to be adopted by September 1, 2016. Since we received the County's plan after our last meeting in August, for the 2016 general election we had to adopt the County's plan. However, the City can adopt our own plan for elections following at a later date.	
Recommended Action/Motion: Adopt Crow Wing County's Election Emergency Plan as submitted to be used as the City of Brainerd's Election Emergency Plan for the 2016 general election and beyond.	
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>	

CROW WING COUNTY

ELECTION EMERGENCY PLAN

[Revised August/2016]

[Note: Minnesota law requires that counties file a copy of the elections emergency plan with the Office of the Secretary of State. In addition, counties should consider maintaining a hard copy of the plan and providing a hard copy of the plan to the municipal election managers within the county.]

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Introduction

Nothing must interfere with the right of voters to vote free of undue delay or inconvenience. The purpose of this election emergency plan is to ensure that, in the event of an emergency impacting the election, the essential functions of an election continue. The goal is to minimize the impact on the public, and to maintain the integrity and accuracy of elections in the event of an emergency.

This elections emergency plan applies to all staff within Crow Wing County Administrative Services Finance & Elections Division, and should be used as a guide by all jurisdictions conducting elections within Crow Wing County. This plan should be distributed to all municipalities within Crow Wing County that are responsible for election operations. This plan should operate in conjunction, but does not supersede, Crow Wing County's or the encompassed municipalities' governing Continuity of Operations Plan.

County and Municipal Election Leads Order of Succession

In the event an incumbent elections administrator is incapable or unavailable to fulfill essential duties, successors have been identified to ensure there is no lapse in essential decision-making authority. The Crow Wing County Administrative Services Finance & Elections Division has identified successors for key election officials within Crow Wing County.

The Administrative Services Director and Operations Support Supervisor are responsible for the Elections Emergency Plan. If an event occurs that may warrant the use of the Elections Emergency Plan, it is the duty of the elections staff at the County and at the municipal level to communicate with the Administrative Services Director. If the Administrative Services Director cannot be reached, the Operations Support Supervisor should be contacted. The following table shows the Crow Wing County Elections order of succession.

Crow Wing County:

	Position	Successors
Name	Deborah Erickson	Kathy Toensing
Title	Admin. Services Director	Operations Support Supervisor
Office Phone	218-824-1049	218-824-1000 ext 4041
Land Line Home	218-828-1790	
Mobile Phone	218-831-4037	
Work Email	Debby.Erickson@crowwing.us	Kathy.Toensing@crowwing.us
Personal Email	Debbyerickson72@gmail.com	

	Position	Successors
Name	Kathy Toensing	Lisa Kotchikian
Title	Operations Support Supervisor	Sr. Elections Specialist
Office Phone	218-824-1000 ext 4041	218-824-1023
Land Line Home	218-831-9025	218-251-0636
Mobile Phone	Kathy.Toensing@crowwing.us	Lisa.Kotchikian@crowwing.us
Work Email		
Personal Email		
Name	Lisa Kotchikian	Jason Rausch
Title	Sr. Elections Specialist	Finance Director
Office Phone	218-824-1023	218-824-1000 ext 4056
Land Line Home		
Mobile Phone	218-251-0636	218-820-1499
Work Email	Lisa.Kotchikian@crowwing.us	Jason.Rausch@crowwing.us
Personal Email		

Each municipality within the County has identified a successor for the top election position within the municipality, and additional successors as appropriate. The chief election official for each municipality is responsible for ensuring orders of succession are up-to-date and communicated to Crow Wing County Elections.

See attached Appendix for local election official contact information.

Alternative Worksite for County Offices

If an emergency impacts the Crow Wing County Historic Courthouse on election day or during the absentee voting period, all reasonable efforts will be made to restore the functionality of the facility. The Administrative Services Director will assess the functionality and, if it is determined that the facility cannot be restored to functionality in a reasonable time period, will move County elections operations to Crow Wing County Land Services Building.

If County in-person absentee voting is moved to the alternative facility, the County will:

- ☐ Follow the notification procedures for polling place relocation, described below;
- ☐ Notify the Secretary of State of the new static IP address for the purposes of connecting to SVRS;
- ☐ Work with county IT staff to re-direct phone, email, and fax communications to the alternative facility; and
- ☐ Work with USPS, UPS, FedEx, and other package delivery services to ensure delivery of absentee materials to the alternative facility or arrange for collection of absentee materials.

Polling Place Relocation – Prior to Election Day

If an emergency makes a polling place inoperable prior to election day, the governing election official must determine if the polling place can be made operable by election day. All reasonable efforts must be made to restore the originally designated polling place. If the governing election official determines that the originally designated polling location cannot be restored, the governing election official may change or consolidate the polling location.

Steps	Checklist for Relocation of a Polling Place Prior to Election Day	Resources
1 ☐	Determine that the originally designated polling location cannot be made operational by election day	
2 ☐	Identify an alternative polling location as near to the designated polling location as possible. ☐ The new polling location must meet the polling place requirement of M.S. 204B.16, including the requirement that the polling place meet all accessibility provisions for voters with disabilities ☐ Preference must be given to alternative polling locations within the precinct ☐ If a new polling location cannot be identified within the precinct, a polling location outside of the precinct may be chosen or the governing municipality can choose to combine the polling place with another polling place outside the precinct	
3 ☐	Immediately notify the county auditor and secretary of state of the need to relocate a polling place and the new polling place location ☐ The notification must include (1) the reason for the relocation, (2) the new polling place location, and (3) an explanation for why the new location was chosen	Debby Erickson (218) 824-1049 OR Kathy Toensing (218) 824-1000 ext 4041

4 ☐	Immediately notify the public of the reason for the need to relocate the polling place and the new polling place location. Notification must be given, at minimum: ☐ On the website of the governing municipality (if applicable); ☐ On the county website; ☐ Through the pollfinder by updating the information in the Statewide Voter Registration System; ☐ On the location for all official notices within the governing municipality; ☐ To election judges within the municipality; and ☐ To local media outlets with a request that the media publically announce the relocation and the reason for the relocation.	Brainerd Dispatch (218) 829-4705 C-I Courier (218) 546-5029 Lake Country Echo (218) 568-8521 Lakeland Public TV 1-888-292-0922 BL Broadcasting Radio: 218-828-1067 218-822-7625 218-822-2933 218-829-1075
4 ☐	On Election Day, the governing election official must also post at the originally designated polling place a notice in large print and in conspicuous locations a sign notifying potential voters of the new polling place location. ☐ If it is not possible to post this notice due to hazardous conditions, this requirement may be waived. ☐ Multiple postings may be required, and must be visible from a vehicle to accommodate those voters that would otherwise vote from a vehicle.	

Polling Place Relocation – On Election Day

In the case of an emergency impacting a polling place on election day, election judges should follow the Polling Place Emergency Procedures in the Appendix of this plan. The election judges will work with the governing election official to determine if the polling place can be returned to operation. If the governing election official determines that the originally designated polling location cannot be restored, the governing election official may either change or consolidate the polling location.

Steps	Checklist for Polling Place Relocation on Election Day	Resources
1 ☐	The governing election official must make a determination that the originally designated polling location cannot be made operational.	Polling Place Emergency Procedures
2 ☐	The governing election official must identify an alternative polling location as near to the designated polling location as possible. ☐ The new polling location must meet the polling place requirement of M.S. 204B.16, including the requirement that the polling place meet all accessibility provisions for voters with disabilities ☐ Preference must be given to alternative polling locations within the precinct ☐ If a new polling location cannot be identified within the precinct, a polling location outside of the precinct may be chosen or the governing municipality can choose to combine the polling place with another polling place outside the precinct	
3 ☐	Immediately notify the county auditor and secretary of state of the need to relocate a polling place and the new polling place location ☐ The notification must include (1) the reason for the relocation, (2) the new polling place location, and (3) an explanation for why the new location was chosen	Debby Erickson (218) 824-1049 OR Kathy Toensing (218) 824-1000 ext 4041

4 ☐	Immediately notify the public of the reason for the need to relocate the polling place and the new polling place location. Notification must be given, at minimum: ☐ On the website of the governing municipality (if applicable); ☐ On the county website; ☐ Through the pollfinder by updating the information in the Statewide Voter Registration System; ☐ On the location for all official notices within the governing municipality; ☐ To election judges within the municipality; and ☐ To local media outlets with a request that the media publically announce the relocation and the reason for the relocation.	Brainerd Dispatch (218) 829-4705 C-I Courier (218) 546-5029 Lake Country Echo (218) 568-8521 Lakeland Public TV 1-888-292-0922 BL Broadcasting Radio: 218-828-1067 218-822-7625 218-822-2933 218-829-1075
5 ☐	Post at the originally designated polling place a notice in large print and in conspicuous locations a sign notifying potential voters of the new polling place location. ☐ If it is not possible to post this notice due to hazardous conditions, this requirement may be waived. ☐ Multiple postings may be required, and must be visible from a vehicle to accommodate those voters that would otherwise vote from a vehicle.	
6 ☐	The chief local election official must determine if extension of polling place hours by one hour is necessary to accommodate voters that would have been in line at the original polling location. If polling place hours are extended by one hour, the chief local election official must notify the following of the extension: ☐ County Auditor; ☐ Secretary of State; ☐ Election judges within the municipality; and ☐ All local media outlets.	Debby Erickson (218) 824-1049 MN SOS 1-877-600-8683 (See media list above)

APPENDIX

Crow Wing County Elections Staff Contacts

Leadership Team

Name & Title	Contact Information	
Debby Erickson, Administrative Services Director	Office Phone	(218) 824-1049
	Land Line Home	(218) 828-1790
	Mobile Phone	(218) 831-4037
	Work Email	Debby.Erickson@crowwing.us
	Personal Email	Debbyerickson72@gmail.com
Kathy Toensing, Operations Support Supervisor	Office Phone	(218) 824-1000 ext 4041
	Mobile Phone	(218) 831-9025
	Work Email	Kathy.Toensing@crowwing.us
Lisa Kotchikian, Sr. Elections Specialist	Office Phone	(218) 824-1023
	Mobile Phone	(218) 251-0636
	Work Email	Lisa.Kotchikian@crowwing.us
Jason Rausch, Finance Director	Office Phone	(218) 824-1000 ext 4056
	Mobile Phone	(218) 820-1499
	Work Email	Jason.Rausch@crowwing.us

Secretary of State

	Contact Information	
General Information, Office of the Secretary of State	Main Elections Admin. Line	(651) 215-1440
	Toll Free Election Admin Line	1 (877) 600-8683
	Election Admin. Email	elections.dept@state.mn.us
	Voter Information Line	1 (877) 600 - VOTE
Gary Poser, Director of Elections	Office Phone	(651) 556-0612
	Email	gary.poser@state.mn.us

Support and Vendor Contact Information

Support

Name & Title	Contact Information	
Tim Houle, County Administrator (for) County Board of Commissioners	Office Phone	(218) 824-1067
	Email	Tim.Houle@crowwing.us
John Bowen, County Emergency Manager Director	Office Phone	(218) 825-3445
	Department Phone	(218) 829-4749
	Mobile Phone	
	Email	John.Bowen@crowwing.us
Don Ryan, County Attorney	Office Phone	(218) 824-1040
	Email	Don.Ryan@crowwing.us
Sheriff's Office	Office Phone	(218) 829-4749
	Email	
Jay Sikkink, County IT Director	Office Phone	(218) 824-1003
	Department Phone	
	Mobile Phone	(320) 290-9141
	Email	Jay.Sikkink@crowwing.us
Sharon Anderson, Cass County Auditor	Office Phone	(218) 547-7260
	Email	Sharon.K.Anderson@co.cass.mn.us

Vendors

Name & Title	Contact Information	
Doug Sunde, SeaChange	Office Phone	(763) 586-3751
	Email	Doug.Sunde@seachangemn.com
Shelly Angen, SeaChange	Office Phone	(763) 586-3749
	Email	Shelly.Angen@seachangemn.com
Mike Hoversten, ES&S	Office Phone	(612) 940-5962
	Email	mahoversten@essvote.com
Laura Schmitz, ES&S	Office Phone	(402) 889-5808
	Email	llschmitz@essvote.com
Blake Luna, KnowInk	Office Phone	(417) 840-5467
	Email	blake.luna@knowink.com

Utilities and Public Works

Name & Title	Contact Information	
Reid Thiesse, County Facilities Director	Office Phone	(218) 824-1379
	Cell Phone	(763) 229-1038
	Email	Reid.Thiesse@crowwing.us
Tim Bray, County Highway Director	Office Phone	(218) 824-1110
	Department Phone	
	Email	Tim.Bray@crowwing.us
Brainerd Public Utilities	Office Phone	(218) 829-2193
	Email	email@bpu.org
CenterPoint Energy	Office Phone	(612)-321-4939

Media and Public Communications Contacts

Media Contact List

Name & Title	Contact Information	
Brainerd Dispatch	Office Phone	(218) 829-4705
	Email	news@brainerddispatch.com
Crosby-Ironton Courier	Office Phone	(218) 546-5029
	Email	courier@crosbyronton.net
Lake Country Echo	Office Phone	(218) 568-8521
	Email	Nancy.vogt@pineandlakes.com
BL Broadcasting - WJJY - K103.5 - B93.3 - PowerLoon	Studio Phone Lines:	(218) 828-1067 (218) 822-7625 (218) 822-2933 (218) 829-1075
Lakeland Public TV	Office Phone	1-888-292-0922

County and Municipality Communications Contact

Name & Title	Contact Information	
Media Platforms		
Marie Kirsch, County Media Specialist <i>(Web page, Facebook, Twitter)</i>	Office Phone	(218) 824-7025
	Email	Marie.Kirsch@crowwing.us

CITY ELECTION CONTACTS

CITY	NAME	CONTACT INFORMATION
Baxter	Kelly Steele	City Hall, PO Box 2626, Baxter, Minnesota 56425 218/454-5100 FAX 218/454-5103 E-MAIL: cityhall@ci.baxter.mn.us
Brainerd	Connie Hillman	City Hall, 501 Laurel Street, Brainerd, Minnesota 56401 218/828-2307 FAX 218/828-2316 E-MAIL: chillman@ci.brainerd.mn.us
Breezy Point	Joe Rudberg	City Hall, 8319 County Rd 11, Breezy Point, Minnesota 56472 218/562-4441 FAX 218/562-4486 E-MAIL: jrudberg@cityofbreezypointmn.us
Crosby	Lisa Sova	City Hall, 2 2 nd St SW, Crosby, Minnesota 56441 218/546-5021 FAX 218/546-5686 E-MAIL: lisa.sova@cityofcrosby.com
Crosslake	Char Nelson	City Hall, 37028 County Rd 66, Crosslake, Minnesota 56442 218/692-2688 FAX 218/692-2687 E-MAIL: cityclerk@crosslake.net
Cuyuna	Bill Bedard	PO Box 536, Deerwood, Minnesota 56444 218/546-5883 E-MAIL: bbedard52@hotmail.com
Deerwood	Jeff Turk	City Hall, PO Box 187, Deerwood, Minnesota 56444 218/534-3152 FAX 218/534-3152 E-MAIL: jeffturk@cityofdeerwood.com
Emily	Christa Andrews	City Hall, PO Box 68, Emily, Minnesota 56447 218/763-2480 FAX 218/763-2481 E-MAIL: clerk@emily.net
Fifty Lakes	Karen L. Stern	City Hall, PO Box 125, Fifty Lakes, Minnesota 56448 218/763-3113 FAX 218/763-5113 E-MAIL: 50lakes@emily.net
Fort Ripley	Mary Tschida	PO Box 155, Fort Ripley, Minnesota 56449

218/828-1818

Garrison	Amy Vukelich	PO Box 239, Garrison, Minnesota 56450 320/692-4270 FAX 320/692-4270 E-MAIL: ctygarri@frontiernet.net
Ironton	Amy Baratto	City Hall, PO Box 97, Ironton, Minnesota 56455 218/546-5625 FAX 218/546-5044 E-MAIL: amy@cityofironton.org
Jenkins	Krista A. Okerman, CMC	33861 Cottage Ave, Jenkins, Minnesota 56474 218/568-4637 FAX 218/568-5945 E-MAIL: jenkins@uslink.net
Manhattan Beach	Barb Hanson	39148 County Road 66, Manhattan Beach, Minnesota 56442 218/821-3422 E-Mail: city@manhattanbeachmn.org
Nisswa	Laurie Hemish	City Hall, PO Box 410, Nisswa, Minnesota 56468 218/963-4444 FAX 218/963-3108 E-MAIL: laurie@ci.nisswa.mn.us
Pequot Lakes	Nancy Malecha	City Hall, 4638 County Rd 11, Pequot Lakes, Minnesota 56472 218/568-5222 FAX 218/568-5860 E-MAIL: cityhall@pequotlakes-mn.gov
Riverton	Cari Johnson	City Hall, 16663 Main St, Riverton, Minnesota 56455 218/546-5225 FAX 218/546-5225 E-MAIL: riverton@centurylink.net
Trommald	Mona R. Geske	24124 Cardinal Ave, Trommald, Minnesota 56441 218/546-6543

TOWNSHIP ELECTION CONTACTS

TOWNSHIP	NAME	ADDRESS
Bay Lake	Carol Pundt, Clerk	13861 County Road 10 Deerwood, Minnesota 56444 Phone: 218/678-3256 FAX: 218/678-3821 E-mail: baylaketown@gmail.com
Center	Coralea Borden, Clerk	13110 Borden Road Merrifield, Minnesota 56465 Phone: 218/765-3397 FAX: 218/765-8346 E-mail: mcborden@brainerd.net
Crow Wing	Duane Ruona, Clerk	10069 South Oaks Road Brainerd, Minnesota 56401 Phone: 218/822-3985 FAX: 218/822-3985 E-mail: crowwingtownship@gmail.com
Daggett Brook	Tony Cossette, Clerk	11633 Sleepy Hollow Road Brainerd, Minnesota 56401 Phone: 218/838-3861 FAX: 218/829-2615 E-mail: Daggett.clerk1@outlook.com
Deerwood	Judy Hamilton, Clerk	PO Box 521 Deerwood, Minnesota 56444 Phone: 218/534-3168 FAX: 218/534-3293 E-mail: dwdtwp@embargmail.com
Fairfield	Marianne Auge, Clerk	33108 Dangers Road Crosby, Minnesota 56441 Phone: 218/763-2327 E-mail: fairfieldmn@gmail.com
Fort Ripley	Tonia Dobosenski, Clerk	5190 Legend Lane Brainerd, Minnesota 56401 Phone: 218/821-5426 FAX: 218/829-4983 E-mail: fortripleytownship@gmail.com

Gail Lake	Carol Johnson, Clerk/Treasurer	4804 County Road 1 Pine River, Minnesota 56474 Phone: 218/587-2302 E-mail: gaillaketownship@gmail.com
Garrison	James Garbarini, Clerk	PO Box 70 Garrison, Minnesota 56450 Phone: 320/692-4369 E-mail: jimgarbarini@gmail.com
Ideal	John Plein, Clerk/Treasurer	35458 Butternut Point Road Pequot Lakes, Minnesota 56472 Phone: 218/543-4392 FAX: 218/543-6572 E-mail: info@idealtownship.com
Irondale	Gayle Hanson, Clerk	19121 County Road 12 Ironton, Minnesota 56455 Phone: 218/546-6499 FAX: 218/546-2608 E-mail: irondaletownship2@gmail.com
Jenkins	Bill Savage, Clerk	PO Box 71 Pequot Lakes, Minnesota 56472 Phone: 218/831-1100 E-mail: tonto1@charter.net
Lake Edward	Martha L. Look, Clerk	25522 County Road 4 Nisswa, Minnesota 56468 Phone: 218/963-4406 FAX: 218/963-4406 E-mail: mlook32@q.com
Little Pine	Audrey LeBlanc, Clerk	43955 Little Pine Road Emily, Minnesota 56447 Phone: 218/763-2587 E-mail: leblanc@emily.net
Long Lake	Patsy Olson, Clerk	7156 Hilltop View Road Brainerd, Minnesota 56401 Phone: 218/829-6546 FAX: 218/829-6546 E-mail: olsonpat@q.com
Maple Grove	Norene Warta, Clerk	18451 County Road 24 Brainerd, Minnesota 56401 Phone: 218/764-2343

Mission	Anna Anderson, Clerk	PO Box 126 Merrifield, Minnesota 56465 Phone: 218/765-4377 E-mail: missionclerk@gmail.com
Nokay Lake	Alan Cunningham, Clerk	13536 Thorson Road Brainerd, Minnesota 56401 Phone: 218/764-3418 E-mail: acunning@brainerd.net
Oak Lawn	Kathy Wessel, Clerk	PO Box 333 Brainerd, Minnesota 56401 Phone: 218/829-2109 E-mail: oaklawntwp@gmail.com
Pelican	Shirley Wallin, Clerk	27717 Sunset Valley Road Pequot Lakes, Minnesota 56472 Phone: 218/963-7456 E-mail: cswallin@charter.net
Perry Lake	Sandra Blood, Clerk	609 3 RD Street SW Crosby, Minnesota 56441 Phone: 218/838-1241 E-mail: sandyblood@outlook.com
Platte Lake	Robert Dambowy, Clerk	2198 County Road 23 Brainerd, Minnesota 56401 Phone: 218/829-8190
Rabbit Lake	Linda Danielson, Clerk	25553 County Road 32 Aitkin, Minnesota 56431 Phone: 218/534-3748 E-mail: rabbittownhall@gmail.com
Roosevelt	Bonnie Orton, Clerk	24561 Williams Rd Hillman, Minnesota 56338 Phone: 320/247-2105 E-mail: rsvlt@brainerd.net
Ross Lake	Joyce Neumann, Clerk	27406 Ross Lake Road Aitkin, Minnesota 56431 Phone: 218/927-6855 E-mail: jeneumann@centurylink.net

St. Mathias	Mary Sather, Clerk	7744 County Road 2 Fort Ripley, Minnesota 56449 Phone: 218/828-1989 E-mail: satherm@earthlink.net
Timothy	Mary Ann (Bunny) Geiger, Clerk	10943 Swanburg Drive Pine River, Minnesota 56474 Phone: 218/543-4448 FAX: 218/543-4426 E-mail: timothytownship@yahoo.com
Wolford	Rebecca Guida, Clerk	26726 State Highway 6 Crosby, Minnesota 56441 Phone: 218/546-5794 E-mail: bguida@charter.net

Election Judge Polling Place Emergency Procedures

Emergency Evacuation of the Polling Location

If a fire, a weather emergency, power outage, or another type of emergency occurs during voting hours, take steps to protect yourself and the other people in the polling place. Familiarize yourself with evacuation plans for the polling place. Do not worry about election supplies until after everyone in the polling place is safe.

If the polling place must be left unattended due to a catastrophic emergency (tornado, fire, bomb threat, other situations when Election Judges may be ordered to leave premises), use the following procedures.

STAY CALM

If time permits, and your safety is not jeopardized, follow these steps before you leave the polling place:

1. Choose a location to meet outside; designate Election Judges to assist voters exiting the poll.
2. Record the public count from the Ballot Counter and the time on the cover of the polling place Roster.
3. Remove the memory card from the Ballot Counter.
 - a. Using the covered key, turn the machine to "OFF"
 - b. Use the skinny key to unlock the memory card compartment
 - c. Using the wire snippers in your supplies, remove the seal
 - d. Lift the left side compartment door, and press the black button to eject the memory card
 - e. Remove the memory card by pulling gently out of the slot
4. Secure blank, non-voted ballots in the ballot transfer case.
5. Keep voted ballots locked in the Ballot Box
6. Use any available return envelope (i.e. Duplicate Ballot Envelope, Election Day Registration Envelope) for any uncounted ballots found in the auxiliary compartment.

7. If possible, take the following items with you:

- a. Polling place Rosters (Registered Voters Roster and New Registrants Roster or Greeter's List if ePollbook precinct)
- b. Completed Voter Registration Applications
- c. Memory card (if able to complete step 3)
- d. Exit the polling place and account for all members of your election team.
- e. As soon as you are in a secure location, call your local election official for further instructions about the voting process.

If The Polling Place Can Be Reopened:

1. Resume voting by using the auxiliary compartment of the Ballot Counter.
2. Call your local election official to advise that the polling place has reopened.
3. Support staff will be sent to re-install the memory stick and assist in reestablishing normal operations.
4. DO NOT KEEP VOTERS WAITING while you restore the functionality of the ballot counter.
 - a. Immediately open the auxiliary compartment slot of the ballot box. This slot lets voters drop their ballot into the locked ballot box without being counted by the machine.
 - b. If needed, explain to voters that once the ballot counter is operating election judges will process them through the ballot counter.
 - c. Voters may use the ballot marking device to verify their ballot has no voter errors before placing it in the auxiliary compartment.
 - d. After the machine is operating again, two judges should remove the ballots from the auxiliary compartment and feed them into the ballot counter.
5. Record events on the Incident Log.

If The Polling Place Cannot Be Reopened:

Contact your local election official if your polling place is unusable. Your local election official will help you determine if you need to move to a new polling place, and will assist in identifying a new polling place location. Follow the local election official's instructions regarding moving

polling places and notification that must be posted to inform voters of the change in polling locations.

Emergencies Requiring Police, Fire, or Medical Response (911)

Call 911 for any problem or situation requiring a response from police, fire, or medical personnel. If you are using facility phones, verify ahead of time whether an access code is necessary to connect to an outside phone line.

When calling 911 to report a problem or situation requiring an emergency response:

1. Identify yourself as an Election Judge and give your ward and precinct number.
2. State the name and address of the polling place building and the specific location inside the building where the problem is located.
3. Explain the circumstances to the 911 operator and accurately describe the situation. The more accurately you can describe the situation, the better for the 911 dispatcher to be able to make a determination about what type of response is required.
4. After calling 911, call your local election official.
5. Explain the situation and the appropriate staff will be sent to assist you.
6. Record the situation on the Incident Log noting:
 - a. Time of incident
 - b. Type of problem
 - c. Name of individual(s) involved if known
 - d. Brief physical description of individual(s) involved
 - e. Brief description of the incident
7. Contact your local elections official when the situation is resolved.
8. Record the time and resolution of the situation on the Incident Log.



Brainerd City Council Agenda Request

P&F 7
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Clarify Date for City Administrator Future General Wage Adjustments

☐ 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: HR Coordinator Kris Schubert	Department: Administration
Presenter (Name & Title): HR Coordinator Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: At the August 15, 2016, Personnel & Finance Committee meeting, the Committee recommended that discussion relative to when the City Administrator should receive future general wage adjustments be postponed to this meeting. This clarification was requested by Staff to assist with future budget preparations. Please note Administrator Thoreen's employment contract states, "Employee's salary will be reviewed and set by City Council beginning 8/1/16 and annually thereafter."	
Alternatives, Options, Effects on Others/Comments: I reviewed the effective date when previous general wage adjustments were effective for previous City Administrators. The City Administrator's wage adjustment effective date has been the same as Department Heads and Supervisors (usually on January 1st) instead of following their anniversary date of hire since 2010.	
Recommended Action/Motion: Motion to clarify that the effective date for City Administrator Thoreen's future general wage increases be the same as other Department Heads and Supervisors.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☒ No What is the total cost, with tax and shipping \$ <u>unknown</u> Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> Annual budgets include expected general wage adjustments for all employees.	



Brainerd City Council Agenda Request

Perf
8

Agenda Item #

Requested Meeting Date: September 6th, 2016

Title of Item: Employee Out of State Travel

☐ 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: 3 MINUTES
Summary of Issue: Investigator Craig Katzenberger has been accepted to attend the Department of Justice NDCAC sponsored training on in Virginia from September 13th to September 16th. All travel, lodging and course costs are covered by federal funding from the FBI. NDCAC is the National Domestic Communications Assistance Center and is a national training center for law enforcement technical knowledge. This training is for understanding investigative techniques for modern telecommunications.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize Investigator Craig Katzenberger to travel out of state to attend this training at NDCAC in Virginia from September 13th--16th.	
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> Travel, lodging, and training costs are covered by federal funding.	

UNCLASSIFIED



Training Announcement

NDCAC
&
FBI CAST



Understanding Investigative Techniques for Modern Telecommunications Course

Location: NDCAC

205 Solomon Drive, Fredericksburg, VA

September 14th – September 15th, 2016

The National Domestic Communications Assistance Center (NDCAC) and FBI CAST is offering a **FREE*** two-day Understanding Investigative Techniques for Modern Telecommunications training course **September 14th – September 15th, 2016** from 8 AM to 5 PM at the NDCAC Facility in Fredericksburg, VA.

Travel Dates: Arrive– 9/13/16 Depart–9/16/16

The Understanding Investigative Techniques for Modern Telecommunications Course is a two day course created to equip law enforcement with basic skills with/in cellular records analysis and new communication services and technologies to enhance current criminal investigative techniques.

Students will be introduced to packet data communication, how it impacts a criminal investigation, and how law enforcement can capture, process, and legally interpret authorized collected data.

Students will learn how to analyze call detail records in support of cases and produce geospatial products illustrating the range and approximate coverage areas of cell towers.

Students will be introduced to topics such as:

- Fundamentals of Telephony
- Overview of Wi-Fi Technology
- Introduction to Packet Data Communications
- Data Pen Register /Packet Data Report Examples /Demo RIPT Tool
- Carrier Specific Call Detail Record Analysis using MS Excel
- Carrier specific geospatial mapping using FBI developed software tools
- Cell Site Analysis

Space is limited!

Once you receive approval from your management, complete class enrollment (following the steps on the attached document) by **8/12/16**.

*In order to enroll in this course and receive access to services and resources offered by NDCAC, law enforcement personnel must apply for a **Law Enforcement Enterprise Portal (LEEP) account** with Criminal Justice Information Services (CJIS) and a **NDCAC account** with NDCAC's Technical Resource Group (TRG). The process to receive access to both accounts generally takes 1-2 weeks. **Please start this process immediately!**

Note: Your completed enrollment **DOES NOT** guarantee your admittance and/or attendance! Notification of your acceptance and attendance will be sent to your office no later than **8/19/16**.



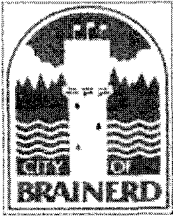
Brainerd City Council Agenda Request

P&F 9
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: MN Fire Department Turnout Gear Washer/Extractor Award Program

☐ 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: Tim Holmes	Department: Fire
Presenter (Name & Title): Tim Holmes, Fire Chief	Estimated Time Needed: 5 minutes
Summary of Issue: The State Fire Marshal's office has released a Turnout Gear Washer/Extractor Award program. One of the application requirements of the grant application is a letter from the City indicating the intent and approval to purchase a Turnout Gear Washer/Extractor, if funds are awarded through this grant. The project cost proposal is estimated at \$8,700 with a 35% match required of the City. Our current Turnout Gear Washer is 30 years old. New technology extracts the accumulation of chemicals proven to cause cancer from turn out gear. The hazardous materials not only present potential harm during the time a firefighter is engaged in fire suppression or emergency situations, but also post use, or until the contaminated gear has been cleaned.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize a letter from the City indicating the intent and approval to purchase a Turnout Gear Washer/Extractor, if funds are awarded to the Brainerd Fire Department through the MN Fire Marshal's grant program.	
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
10

Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: DNR Grant Award

- ☐ 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 1st Reading

Submitted by:

Tim Holmes

Department:

Fire

Presenter (Name & Title):

Tim Holmes, Fire Chief

Estimated Time Needed:

5 minutes

Summary of Issue:

The Brainerd Fire Department applied for and received a DNR Fire Assistance Grant in the amount of \$2,500. Attached is the agreement which requires the Mayor and City Administrator's signature for approval. The grant award is a 50:50 match which will allow the department to purchase hose and nozzles.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Accept the grant award and execute the Grant Contract with the appropriate signatures.

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:

AUG 22 2016

RECEIVED



August 18, 2016

RE: 2017 VOLUNTEER FIRE ASSISTANCE (VFA) GRANT AWARD

Please find enclosed the grant contract for your "Volunteer Fire Assistance" matching grant award. The amount of the grant is indicated on the grant contract under "Consideration of Payment" and at the bottom of Exhibit A. Start and end dates are found under "Terms of Grant" and these dates are firm. Also, please review the attached grant request (exhibit A) for which project has been approved. This is a 50:50 match so for example if your grant award is for \$2500.00, you would need to spend \$5,000.00 to get the full payment.

On page six (7), there are two (2) signatures needed as the Grantee, by people who are delegated the authority to sign a legal and binding contract. City and Township officials will provide the signatures for municipalities. Departments incorporated unto themselves, non-municipalities, the President and Chief or secretary will sign.

Keep the copy of your agreement. Return the signature page within 30 days to:

Shelly Serich
DNR Fire Center
402 Southeast Eleventh Street
Grand Rapids, Minnesota 55744

After the State Agency signs the contract signature page, I will forward a signed copy back to you. If you need to talk with me, my number is (218) 322-2692.

Thank you.

A handwritten signature in cursive script that reads "Shelly Serich".

Shelly Serich
VFA Grant Contract Specialist
Shelly.Serich@state.mn.us

www.mndnr.gov/grants/ruralfire

enc

STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Department of Natural Resources, Division of Forestry, 402 Southeast Eleventh Street, Grand Rapids, Minnesota 55744 ("State") and BRAINERD FIRE DEPT, 23 LAUREL ST, BRAINERD, MN 56401 ("GRANTEE").

Recitals

1. Under Minn. Stat. 84.085 authorizes the Commissioner of Natural Resources, on behalf of the State, to accept and use grants of money for the United States or other grantors for conservation purposes not inconsistent with the laws of this state and in accordance with the purposes of the grant and applicable Federal and State laws and authorizes the Commissioner to make sub-grants of any money received to other agencies, units of local government, and private nonprofit corporations; and Minn. Stat. 88.067, as amended in Laws of Minnesota 2000, Chapter 231, Section 113, may make grants for procurement of fire suppression equipment and training of fire departments in techniques of fire control. The commissioner may require a local match for any grant. Grantee is a governmental unit and or is a fire fighting entity located in a rural area; and the State is empowered to enter into this grant.
2. The State is in need of fire department assistance to suppress wildland fires.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

Grant Agreement

1 Term of Grant Agreement

Effective date: This grant will cover expenses beginning August 1, 2016, although no payments can or will be made until the grant is fully executed and as date signed by the Minnesota Commissioner of Natural Resources or his delegate under Minnesota Statutes Section 16C.05, subdivision 2.

Expiration date: Work on this project must be completed on or before June 1, 2017. The State is to be invoiced on or before June 15, 2017 or the contract will be canceled without further notification.

Survival of Terms. The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

Incur Expenses: Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after August 1, 2016 are eligible for reimbursement. This agreement becomes effective on August 1, 2016 or the date the State obtains all required signatures under Minnesota Statutes 16B.98, subdivision 5, whichever is later.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

The Grantee will comply with required grants management policies and procedures set forth through Minnesota Statutes Section 16B.97, subdivision 4 (a) (1).

The Grantee agrees to complete the program in accordance with the approved budget to the extent practicable and within the program period specified in the grant agreement. Any material change in the grant agreement shall require an amendment by the State (see Section 7.2).

The Grantee shall be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this agreement.

Complete work specified in the Project Proposal attached hereto as Exhibit A. This Project Proposal shall be a part of this grant. Highest priority is indicated in the office use only box of Exhibit A; however, any of the listed projects or a combination of the listed projects on Exhibit A, may also qualify for this grant with written approval from the State of Minnesota.

Insure all equipment acquired through this grant must be used solely for prevention, suppression and control of fire. Report GPS locations of dry hydrants or water facilities constructed under this grant to Shelly Serich, Rural Fire Programs Assistant, 402 Southeast Eleventh Street, Grand Rapids, Minnesota 55744 or his/her successor.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

Consideration. The State will pay for all services performed by the Grantee under this grant contract as follows:

Compensation. The Grantee will be paid in the amount not to exceed **\$2500.00**, based on the following computation:

Matching Requirements. The State shall reimburse Grantee for up to 50% of the reasonable net cost of items purchased or expenditures made, in accordance with the approved project proposal. This reimbursement shall not exceed the total amount of this grant.

Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without prior written authorization from the State's Authorized Representative.

Travel Expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed \$00.00.

Total Obligation. The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed **\$2500.00**.

Funds made available pursuant to this Agreement shall be used only for expenses incurred in performing and accomplishing the purposes and activities specified herein. Notwithstanding all other provisions of this Agreement, it is understood that any reduction or termination of funds allocated to the State may result in a like reduction to the Grantee.

Payment

Invoices. The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and upon completion by June 15, 2017.

Federal funds. Payments under this grant contract will be made from federal funds obtained by the State through the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, CFDA number 10.664. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5 *Authorized Representative*

The State's Authorized Representative is Tim Oland, Rural Fire Programs Coordinator, DNR Forestry, 402 Southeast Eleventh Street, Grand Rapids, Minnesota 55744, 218-322-2688, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is the Fire Chief at (218) 828-2312. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

6 *Assignment, Amendments, Waiver, and Grant Agreement Complete*

Assignment. The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant agreement, or their successors in office.

Amendments. Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

Waiver. If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or its right to enforce it.

Grant Agreement Complete. This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

7 *Contracting and Bidding Requirements*

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 Audits (State and Single)

Under Minn. Stat. §16B.98, subd. 8 and 2 CFR 200.331, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

10 Government Data Practices and Intellectual Property

Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

Intellectual Property Rights

Intellectual Property Rights Not Applicable.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement***Publicity.***

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

Endorsement.

The Grantee must not claim that the State endorses its products or services and the Grantee must adhere to the terms of 2 CFR 200.315.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

Termination by the State. The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

Termination for Cause. The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

Termination for Insufficient Funding. The State may immediately terminate this grant contract if: Funding for Grant No. Funding for Grant No. **VFA-FFY16-055** is withdrawn by the USDA Forest Service. Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines. The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.

17 Reporting Requirements

The Grantee is bound to financial and performance reporting requirements as noted in the Minnesota Statutes Section 16B.97, subdivision 4 (a) (1).

18 Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion.

At least one monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000.

Following closure of the program, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

19 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

20 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season.

Current specific practices and guidelines to be followed for contract and grant work can be found here: [Link to December 2014 version](#).

21 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

22 Recipient Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights

Recipient Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)

(b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712

(c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15 and 16C.05

Signed: _____

Shelly Senich

Date: 8/18/2016

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

SWIFT Contract/PO No(s). 113336/100534

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____

Distribution:

Agency

Grantee BRAINERD FIRE DEPT

State's Authorized Representative - Photo Copy



Brainerd City Council Agenda Request

P&F 11
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: 2017 Budget - Set Budget Workshop

☐ 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: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 10 minutes
Summary of Issue: The City is required to certify its proposed 2017 tax levy to the county and set the date for the public hearing on the budget on or before September 30, 2016. Attached you will find the P&F Chair and Council President's 2017 budget recommendations.	
Alternatives, Options, Effects on Others/Comments: One of biggest challenge from staff's perspective that the City faces is the funding of capital. Similar to last year, the proposed capital budget is over a million dollars which does not include planning for future capital expenditures.	
Recommended Action/Motion: The recommended action would be to set a budget workshop to discuss the attached recommendations as well as the overall 2017 current budget. Staff's recommendation for the meeting would be Monday, September 12, 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>	

MEMO

TO: Mayor & Council

FROM: Council President Scheeler
Personnel and Finance Chair Koep

DATE: September 1, 2016

RE: 2017 Levy and Budget

Below are the Council President and Personnel and Finance Committee Chair 2017 budget recommendations:

- A 3% increase in the levy is approximately \$150,000 of new money. There is approximately \$8,000 of new LGA money certified to the City for 2017.
- Reduce fund balance to the 35% level. Approximately \$159,000. Total “new” money of \$317,000.
- Lower the HRA levy below the state maximum by \$5,000-\$6,000.
- Lower the EDA levy by \$10,000.
- Set the capital levy at \$100,000 by using reserves.
- Keep debt service levy the same.
- Keep other items the same as last year.
- Nothing figured into the budget for the possible sale of Brainerd Oaks or other lots. If money becomes available put toward debt reduction.

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

September 6, 2016
6:45 P.M.
City Council Chambers

1. Transit Bus Property Damage Release
2. Transit Bus Purchase Resolution
3. Event/Street Closure – Homecoming
4. Event/Street Closure – Fire Department Open House
5. Improvement 16-04 – 2016 Street Patching Project Overage
6. Improvement 16-06 – Block 46 Sanitary Sewer – Acceptance of Bids
7. Improvement 15-11 – Sanitary Sewer Interceptor on BIC Property



Brainerd City Council Agenda Request

SPW 1
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Transit Bus Property Damage Release

☐ 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: Attached is a copy of an email exchange related to out of pocket expenses associated with a settlement for damage to Transit Bus 115. Also attached are copies of a waiver for the City and waiver for LMCIT related to the incident.	
Alternatives, Options, Effects on Others/Comments: It is up to the City if we want to sign the waiver and accept the settlement or pursue legal action. LMCIT has signed their waiver and accepted their settlement. Based on there being a difference of only a little over \$12, Staff is recommending the settlement.	
Recommended Action/Motion: Staff is recommending that the Council authorized the City Administrator to execute the property damage release on the city behalf.	
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>	

Jeff Hulsether

From: Andy Stone
Sent: Friday, August 19, 2016 8:36 AM
To: Jeff Hulsether
Subject: FW: ca14499 / 300-0035678-2016
Attachments: RELEASE FOR CITY OF BRAINERD - \$932.11.pdf; RELEASE FOR LEAGUE OF MN CITIES - \$11,219.13.pdf

How do we proceed?

From: Reinhardt, Melissa [mailto:mreinhardt@lmc.org]
Sent: Thursday, August 18, 2016 14:04
To: Andy Stone <astone@ci.brainerd.mn.us>
Subject: FW: ca14499 / 300-0035678-2016

Hello Andy,

Just checking in with you to see if there are any updates on this claim. I have not received a copy of the release back from you yet.

Thank you,

Melissa Reinhardt | Claims Adjuster
Direct Tel: (612) 247-0376 | FAX: (866) 291- 4942
mreinhardt@lmc.org | www.lmc.org
League of MN Cities Insurance Trust
145 University Avenue West | St. Paul, MN 55103-2044

Connecting & Innovating since 1913

From: Reinhardt, Melissa
Sent: Friday, August 12, 2016 6:48 PM
To: astone@ci.brainerd.mn.us
Subject: FW: ca14499 / 300-0035678-2016

Hello Andy,

You will need to sign the attached release before Auto Owners Insurance will pay you for your out of pocket expense in this claim. The payment amount in the release was based on the below calculations. LMCIT's payout is demand #4 and you are demand #5 on the list. It is up to the City on what you want to do in regards to your settlement. You can opt to agree to the settlement and sign the release or hire an attorney to sue their insured and attempt to recover the full amount. As far as LMCIT is concerned, we are accepting settlement and we have signed the release for settlement. Our decision was based on the economics as it did not make sense for use to pursue further. I am assuming you will likely come to the same conclusion as well. Please let me know what you decide. If you agree to settlement, please forward the fully executed release to me and I will forward onto Auto Owners.

Their insured has a \$50,000 property damage limit. Below is the breakdown:

Demand #1: \$28,081.53 divided by \$53,868.11 = % .5213015 X \$50,000 = \$26,065.08
Demand # 2: \$1,755.47 divided by \$53,868.11 = % .0325882 X \$50,000 = \$1629.41
Demand #3: \$10,767.99 divided by \$53,868.11 = % .1998954 X \$50,000 = \$9,994.77

Demand # 4: \$12,087.07 divided by \$53,868.11 = % .2243826 X \$50,000 = \$11,219.13

Demand #5: \$171.83 divided by \$53,868.11 = % .0031898 X \$50,000 = \$159.50 (out of pocket expense)

Demand #6: \$1,004.22 divided by \$53,868.11 = % .018421 X \$50,000 = \$932.11 (out of pocket expense)

Thank you,

Melissa Reinhardt | Claims Adjuster

Direct Tel: (612) 247-0376 | FAX: (866) 291- 4942

mreinhardt@lmc.org | www.lmc.org

League of MN Cities Insurance Trust

145 University Avenue West | St. Paul, MN 55103-2044

Connecting & Innovating since 1913

From: Goetz, Leann [Goetz.Leann@aoins.com]

Sent: Thursday, August 11, 2016 8:23 AM

To: Reinhardt, Melissa

Subject: ca14499 / 300-0035678-2016

Good Morning,

Attached are the two releases that I will need to have signed and returned. Once I have received all the releases back from the parties involved I will be able to issue payment.

If you have any questions, please contact me.

Have a great day.

LEANN GOETZ, AIC
Branch Claim Representative
Auto-Owners Insurance
p: 888.873.4576 ext 3501
f: 517-327-2386

Auto-Owners
INSURANCE
LIFE • HOME • CAR • BUSINESS

Claim: 300-35678-2016

PROPERTY DAMAGE RELEASE

In consideration of the sum of **NINE HUNDRED AND THIRTY-TWO DOLLARS AND 11/100 DOLLARY (\$932.11)**, receipt of whereof is hereby acknowledged, **CITY OF BRAINERD** does hereby release and forever discharge **KENNETH DENZER** and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, representatives and assigns from any and all claims and causes of action for property damage, loss of use and depreciation sustained or that I may sustain as a result of an incident that occurred on or about **February 23, 2016** at or near **Hwy 210 and County Road 12, MN**.

It is expressly agreed this release does not include any claim for bodily injury resulting from the aforesaid accident by the undersigned.

I understand the parties hereby released admit no liability for said accident and that said payment is made to terminate further controversy relative thereto.

Signature - City of Brainerd

Date of Signature: _____

Subscribed and sworn to me before this

_____ day of _____, 2016.

Notary Public

My commission expires _____.

MINNESOTA STATUTES PROVIDE THAT "A Person who files claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime."

Claim: 300-35678-2016

PROPERTY DAMAGE RELEASE

In consideration of the sum of **ELEVEN THOUSAND TWO HUNDRED NINETEEN AND 13/100 DOLLARY (\$11,219.13)**, receipt of whereof is hereby acknowledged, **LEAGUE OF MINNESOTA CITIES INSURANCE** does hereby release and forever discharge **KENNETH DENZER** and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, representatives and assigns from any and all claims and causes of action for property damage, loss of use and depreciation sustained or that I may sustain as a result of an incident that occurred on or about **February 23, 2016** at or near **Hwy 210 and County Road 12, MN**.

It is expressly agreed this release does not include any claim for bodily injury resulting from the aforesaid accident by the undersigned.

I understand the parties hereby released admit no liability for said accident and that said payment is made to terminate further controversy relative thereto.

Signature - League of Minnesota Cities Insurance

Date of Signature: _____

Subscribed and sworn to me before this

_____ day of _____, 2016.

Notary Public

My commission expires _____.

MINNESOTA STATUTES PROVIDE THAT "A Person who files claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime."



Brainerd City Council Agenda Request

SPW
2
Agenda Item #

Requested Meeting Date: Tuesday, September 6, 2016

Title of Item: 2016 Transit Bus Purchase

☐ 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: Andy Stone	Department: Transit
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed:
Summary of Issue: 2016 Transit MnDOT Capital Contract #1003381 has been executed and Transit desires to proceed with the purchase of a bus and requires a Vehicle Purchase Resolution from the Brainerd City Council.	
Alternatives, Options, Effects on Others/Comments:	
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>	

EXAMPLE

RESOLUTION

Resolution No.##-##

WHEREAS, City of Brainerd operates a transit system; and

WHEREAS, City of Brainerd desires to purchase, through the State of Minnesota Cooperative Procurement Process, a vehicle to be used in the transit system; and

WHEREAS, the vehicle cost is allocated 20% local share and 80% State/Federal share of the "contract amount"; and

WHEREAS, City of Brainerd staff has reviewed the vehicle options offered by approved multiple contracting vendors; and

WHEREAS, the staff recommends purchasing a vehicle from North Central Buses (Vendor) for the reason of Cost, fleet consistency, and service ~~(e.g. cost, fleet consistency, service availability, and/or past vendor performance, etc.)~~ availability.

NOW, THEREFORE, BE IT RESOLVED that Brainerd City Council (~~Board of Directors, Board of Commissioners, City Council, etc.~~) hereby authorizes the purchase of a new transit bus from North Central Bus Sales of St. Cloud (Vendor) in the approximate amount of \$ 78,000 (Total Bus Price).

\$80,093.00

Authorized Signature

Date

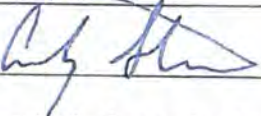
PRICE ANALYSIS

Agency Name: City of Brainerd Purchase Order Number: _____

Agency Address: 501 Laurel St., Brainerd, MN 56401

Procurement Description: Capital Replacement - Class 480 Diesel Buses

Analysis by (Name) Andy Stone Date: 8-29-16

Analysis Reviewer Signature: 

The pricing quoted on the attached sheet(s) is deemed to be fair and reasonable based on the following type of analysis:

- ☒ Comparison with competing suppliers' prices or catalog pricing for the same item. (Complete summary matrix below and attach supporting quotes or catalog pages)
- ☐ Comparison of proposed pricing with an in-house estimate for the same item. (Attach signed in-house estimate and explain factors influencing any difference found. Complete summary matrix)
- ☐ Comparison with a competing supplier's prices and a comparison with the I.C.E. (complete Vehicle Procurement Summary Matrix)
- ☐ Comparison of proposed pricing with historical pricing from previous purchases of the same or similar item, coupled with market data such as Producer Price Index or Inflation Rate over the corresponding time period. (Attach data and historical price record)
- ☐ Analysis of price components against current published standards, such as labor rates, dollars per pound, etc. to justify the price reasonableness of the whole. (Attach analysis to support conclusions drawn)

SUMMARY MATRIX for Products and Services

Procurement Item	Quote Source – use one or more of these columns					In-House Estimate
	Proposed Pricing	Average Market Price	Competitor A—	Competitor B—	Competitor C—	

Comments: _____

Attachments (identify and attach):

☐ _____

☐ _____

☐ _____

SUMMARY MATRIX for Vehicle Procurements*

Current Purchase					
Bus Manufacturer: [insert name of bus manufacturer] <i>Chev/Elkhart Diesel</i>					
Model	Vehicle Length	Chassis Manufacturer	Chassis Model	Seating Configuration	Fuel Type
<i>Elkhart EC2</i>	<i>26.0'</i>	<i>Chev</i>	<i>4500</i>	<i>15/2</i>	<i>Diesel</i>
Total Price (including options): <i>\$80,093</i>					

Comparison Pricing						
A. Bus Manufacturer: [insert name of bus manufacturer] <i>400 Chevy/Elkhart Diesel</i>						
B. Bus Manufacturer: [insert name of bus manufacturer] <i>400 Chevy/Startrans Diesel</i>						
C. Bus Manufacturer: [insert name of bus manufacturer] <i>500 Ford/Startrans Diesel</i>						
	Model	Vehicle Length	Chassis Manufacturer	Chassis Model	Seating Configuration	Fuel Type
A	<i>Elkhart EC2</i>	<i>26.0'</i>	<i>Chev</i>	<i>4500</i>	<i>15/2</i>	<i>Diesel</i>
B	<i>Startrans Senator 2</i>	<i>26.0'</i>	<i>Chev</i>	<i>4500</i>	<i>15/2</i>	<i>Diesel</i>
C	<i>Startrans Senator HA</i>	<i>30.0'</i>	<i>Ford</i>	<i>F-550</i>	<i>20/2</i>	<i>Diesel</i>
A	Total Price (including options): <i>\$80,093</i>					
B	Total Price (including options): <i>\$81,986</i>					
C	Total Price (including options): <i>\$95,650</i>					

*based on current year or past year Minnesota Vehicle Procurement pricing

Vehicle Test Results Have Been Reviewed www.altoonabustest.com <i>EC II 186/313</i>	YES ☒	NO ☐
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PUBLIC TRANSIT (5311, ETC.)

FY 2016 VEHICLE ORDER FORM
MnDOT COOPERATIVE PROCUREMENT FOR SMALL, MID-SIZED & MEDIUM DUTY ACCESSIBLE BUSES

(This form to be used ONLY for vehicles funded through MnDOT's Office of Transit)

MnDOT Recipient Contract Number: 1003381
Contract Maximum Amount: \$ \$80,000.00
SUN Number: _____ (Office Use)

Quantity: 1
(For identical vehicle orders only)
UPIN Number: _____ (Office Use)

Legal Name: City of Brainerd
Address: 501 Laurel Street
City, State, Zip: Brainerd, MN 56401
Contact Name: Andy Stone

Phone Number: 218-828-6172
Fax Number: 218-828-6172
Email Address: astone@ci.brainerd.mn.us

Vendor Name: North Central Bus & Equipment
Vendor Contact: Bryan Techel / 952-270-9328
Bus Manufacturer: Elkhart Coach
Model & Gas/Diesel: ECII Diesel

Bus GVRW: 14200
Chassis Manufacturer: Chevrolet
Chassis Wheelbase: 190"
Vehicle Length: 26'

***Final Build: 19 Passengers + 2 Wheelchairs + 2 Double Foldaway Seats**

Vehicle Spec. # 10. 09 16 # of Passenger Seats 2 # of WC Positions

Lift Manufacturer & Model: Braun Millennium-2 Front xxx Rear _____

Wheelchair Securements Manufacturer & Model: Q'Straint QRT Deluxe Slide N Click

Floor Plan Attached (required): Yes xxx No _____

Inspection Site/Location: NCBE - Saint Cloud Recipient's Ford/GM Fleet #: _____

BASE PRICE (includes freight - manufacturer to vendor & all rebates)	\$ <u>57296.00</u>
TOTAL OPTIONS (from page 2)	\$ <u>18902.00</u>
TOTAL OPTIONS (from page 3)	\$ <u>3610.00</u>
DELIVERY CHARGE (vendor to recipient)	\$ <u>160.00</u>
LICENSE & TRANSFER FEES	\$ <u>125.00</u>
EXTENDED WARRANTIES	\$ <u>0.00</u>
EXCISE TAX (if applicable)	\$ <u>0.00</u>
VEHICLE TOTAL	\$ <u>80,093.00</u>

Completed by Office of Transit

Vehicle Total or Contract Amount \$ _____	MnDot Share \$ _____
(whichever is less)	Recipient Share \$ _____

Recipient Signature: [Signature]

Date: 8-29-16

Vendor Signature: _____

Date: _____

(Not required)

MnDOT APPROVAL

Procurement Coordinator Signature: _____

Date: _____

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
1	Diesel Engine Upgrade w/14,200 GVWR	\$ 11,090.00
7	Extend Wheelbase from 177" to 190" to Accommodate Floorplan	\$ 1,392.00
11B	Extend Valve Stems on Rear Dual Wheels	\$ 47.00
19G	Reflectorize Rear Perimeter of Bus	\$ 150.00
24C	Upgrade to Altro Flooring - Color to Be: Capri	\$ 783.00
24E	Aluminum Underbelly	\$ 264.00
27Ab	Rear Romeo Rim Help Bumper	\$ 641.00
30	Power Passenger Entrance Door	\$ Standard
30B	Easy Access Panel Abover Power Passenger Entrance Door	\$ 22.00
30C	Exterior Key Entry	\$ 72.00
36Ba	Add Double Notchback Style Foldaway Seats (Qty: 2 @ \$787.00 each)	\$ 1,574.00
37A	Add Single Passenger Seat to Middle Rear Row	\$ 183.00
37B	Delete Double Standard Passenger Seat	\$ -355.00
38C	Upgrade to Level 4 Passenger Seat Material (Qty: 19 @ \$46.00 each)	\$ 874.00
38C	Passengers Seat Material Choice Code: #240 Ice Blue	\$ -
38C	Chevrolet OEM Seat Material On Driver's Seat	\$ Standard
44D	TDSS Storage System for Slide N Click (Qty: 2 @ \$91.00 each)	\$ 182.00
46B	Upper Plexiglass Panel Behind Driver's Seat - SMOKED	\$ 87.00
47C	Powder Coated Yellow Entrance Grab Rail	\$ 112.00
47C	Powder Coated Yellow Ceiling Grab Rail	\$ 165.00
48A	Stanchion, Crossrail, and Modesty Panel Behind Lift Before First Seats	\$ 130.00
49B	Roof Mounted A/C System ILO Skirt Mounted	\$ 1,038.00
51C	Additional 65000 BTU Rear Heater (One Is Standard, Two On Unit Now)	\$ 286.00
54	Additional 4" Amber LED Lights (Qty: 2 Pairs @ \$55.00 Per Pair) <i>*To Be Wired With Turn Signals, Located In Upper Front and Rear Corners of Bus</i>	\$ 110.00
54	Additional 4" Red LED Lights (Qty: 1 Pair @ \$55.00 Per Pair) <i>*To Be Wired With Brake Lights, Located In Top Rear Corners of Bus</i>	\$ 55.00
TOTAL (Place total amount in space on vehicle order form)		\$ 18,902.00

(Attach to Vehicle Order Form)
OPTIONS: Select from vehicle specifications optional equipment list.

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

Page 3

Technical drawing of a vehicle interior layout, showing seating arrangement, dimensions, and a table of seat specifications.

Dimensions:

- Overall length: 312
- Overall width: 65 ⁹/₁₆
- Front overhang: 36
- Wheelbase: 190
- Engine compartment length: 115
- Passenger compartment length: 188
- Driver's side door width: 173
- Passenger side door width: 119
- Seat spacing 'A': 30
- Hip-to-knee 'B': 28
- Knee room 'C': 10
- Front bumper overhang: 31 ¹/₂ Romeo Bumper
- Front overhang: 91 ¹/₄
- Front overhang: 82 ⁵/₁₆
- Front overhang: 199
- Front overhang: 65 ⁹/₁₆

Seating Arrangement:

- Front seats: 2
- Second row: 4
- Third row: 4
- Fourth row: 4
- Fifth row: 4
- Sixth row: 4
- Seventh row: 4
- Eighth row: 4
- Ninth row: 4
- Tenth row: 4
- Eleventh row: 4
- Twelfth row: 4
- Thirteenth row: 4
- Fourteenth row: 4
- Fifteenth row: 4
- Sixteenth row: 4
- Seventeenth row: 4
- Eighteenth row: 4
- Nineteenth row: 4
- Twentieth row: 4
- Twenty-first row: 4
- Twenty-second row: 4
- Twenty-third row: 4
- Twenty-fourth row: 4
- Twenty-fifth row: 4
- Twenty-sixth row: 4
- Twenty-seventh row: 4
- Twenty-eighth row: 4
- Twenty-ninth row: 4
- Thirtieth row: 4
- Thirty-first row: 4
- Thirty-second row: 4
- Thirty-third row: 4
- Thirty-fourth row: 4
- Thirty-fifth row: 4
- Thirty-sixth row: 4
- Thirty-seventh row: 4
- Thirty-eighth row: 4
- Thirty-ninth row: 4
- Fortieth row: 4
- Forty-first row: 4
- Forty-second row: 4
- Forty-third row: 4
- Forty-fourth row: 4
- Forty-fifth row: 4
- Forty-sixth row: 4
- Forty-seventh row: 4
- Forty-eighth row: 4
- Forty-ninth row: 4
- Fiftieth row: 4

Table of Seat Specifications:

SEAT STYLE	SEAT SPACING 'A'	HIP-TO-KNEE 'B'	KNEE ROOM 'C'
MID HIGH	30"	28"	10"

Diagram Labels:

- SEAT SPACING 'A'
- HIP TO KNEE 'B'
- KNEE ROOM 'C'
- EGRESS
- BRAUN 919
- Chevy

Q-42-052716-01

DO NOT SCALE	PROJECTION	DESCRIPTION					2901 COUNTY ROAD 7 N ELKHART, IN 46514 (574) 264-5179 A DIVISION OF FOREST RIVER	
		W.I. NUMBER	DATE: 2-29-16	SCALE: N.T.S.	REFERENCE: NUMBER	SHEET 1 OF 1		
	SIZE A	THIS DOCUMENT AND THE INFORMATION CONTAINED HEREIN ARE THE EXCLUSIVE PROPERTY OF ELKHART COACH IT SHALL NOT BE COPIED OR DUPLICATED IN ANY MANNER, NOR SHALL IT BE SUBMITTED TO OUTSIDE PARTIES FOR EXAMINATION WITHOUT OUR WRITTEN CONSENT. IT IS LOANED FOR USE WITH REFERENCE TO WORK UNDER CONTRACT WITH, OR PROPOSALS SUBMITTED TO ELKHART COACH		TOLERANCES UNLESS OTHERWISE SPECIFIED ARE: FLOORPLANS $\pm 1/2"$ ALL STRUCTURAL $\pm 1/8"$ ANGLE $\pm 1"$		DRAWN BY: NPM	PART NUMBER 900-29-0140	REV A
				CHECKED BY:				

PUBLIC TRANSIT (5311, ETC.)

FY 2016 VEHICLE ORDER FORM
MnDOT COOPERATIVE PROCUREMENT FOR SMALL, MID-SIZED & MEDIUM DUTY ACCESSIBLE BUSES

(This form to be used ONLY for vehicles funded through MnDOT's Office of Transit)

MnDOT Recipient Contract Number: 1003381
Contract Maximum Amount: \$ \$80,000.00
SUN Number: _____ (Office Use)

Quantity: 1
(For identical vehicle orders only)
UPIN Number: _____ (Office Use)

Legal Name: City of Brainerd
Address: 501 Laurel Street
City, State, Zip: Brainerd, MN 56401
Contact Name: Andy Stone

Phone Number: 218-828-6172
Fax Number: 218-828-6172
Email Address: astone@ci.brainerd.mn.us

Vendor Name: North Central Bus & Equipment
Vendor Contact: Bryan Techel / 952-270-9328
Bus Manufacturer: Startrans
Model & Gas/Diesel: Senator II/Diesel

Bus GVRW: 14200
Chassis Manufacturer: Chevrolet
Chassis Wheelbase: 190"
Vehicle Length: 26'

Vehicle Spec. # 10 09 16 # of Passenger Seats 2 # of WC Positions _____
Lift Manufacturer & Model: Braun Millennium-2 Front xxx Rear _____
Wheelchair Securements Manufacturer & Model: Q'Straint QRT Deluxe Slide N Click
Floor Plan Attached (required): Yes xxx No _____
Inspection Site/Location: NCBE - Saint Cloud Recipient's Ford/GM Fleet #: _____

<u>BASE PRICE (includes freight - manufacturer to vendor & all rebates)</u>	\$ <u>58491.00</u>
<u>TOTAL OPTIONS (from page 2)</u>	\$ <u>19054.00</u>
<u>TOTAL OPTIONS (from page 3)</u>	\$ <u>4156.00</u>
<u>DELIVERY CHARGE (vendor to recipient)</u>	\$ <u>160.00</u>
<u>LICENSE & TRANSFER FEES</u>	\$ <u>125.00</u>
<u>EXTENDED WARRANTIES</u>	\$ <u>0.00</u>
<u>EXCISE TAX (if applicable)</u>	\$ <u>0.00</u>
VEHICLE TOTAL	\$ <u>81,986.00</u>

Completed by Office of Transit

Vehicle Total or Contract Amount \$ _____	MnDot Share \$ _____
(whichever is less)	Recipient Share \$ _____

Recipient Signature: _____

Date: _____

Vendor Signature: _____

Date: _____

(Not required)

MnDOT APPROVAL

Procurement Coordinator Signature: _____

Date: _____

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
1	Diesel Engine Upgrade w/14,200 GVWR	\$ 11,090.00
7	Extend Wheelbase from 177" to 190" to Accommodate Floorplan	\$ 998.00
11B	Extend Valve Stems on Rear Dual Wheels	\$ 76.00
19G	Reflectorize Rear Perimeter of Bus	\$ 150.00
24C	Upgrade to Altro Flooring - Color to Be: Capri	\$ 231.00
24E	Aluminum Underbelly	\$ 203.00
27Ab	Rear Romeo Rim Help Bumper	\$ 743.00
30	Power Passenger Entrance Door	\$ Standard
30B	Easy Access Panel Abover Power Passenger Entrance Door	\$ 83.00
30C	Exterior Key Entry	\$ 77.00
36Ba	Add Double Notchback Style Foldaway Seats (Qty: 2 @ \$984.00 each)	\$ 1,968.00
37A	Add Single Passenger Seat to Middle Rear Row	\$ 245.00
37B	Delete Double Standard Passenger Seat	\$ -409.00
38C	Upgrade to Level 4 Passenger Seat Material (Qty: 19 @ \$58.00 each)	\$ 1,102.00
38C	Passengers Seat Material Choice Code: #240 Ice Blue	\$ -
38C	Chevrolet OEM Seat Material On Driver's Seat	\$ Standard
44D	TDSS Storage System for Slide N Click (Qty: 2 @ \$97.00 each)	\$ 194.00
46B	Upper Plexiglass Panel Behind Driver's Seat - SMOKED	\$ 99.00
47C	Powder Coated Yellow Entrance Grab Rail	\$ 33.00
47C	Powder Coated Yellow Ceiling Grab Rail	\$ 99.00
48A	Stanchion, Crossrail, and Modesty Panel Behind Lift Before First Seats	\$ 137.00
49B	Roof Mounted A/C System ILO Skirt Mounted	\$ 969.00
51C	Additional 65000 BTU Rear Heater (One Is Standard, Two On Unit Now)	\$ 405.00
54	Additional 4" Amber LED Lights (Qty: 2 Pairs @ \$187.00 Per Pair) <i>*To Be Wired With Turn Signals, Located In Upper Front and Rear Corners of Bus</i>	\$ 374.00
54	Additional 4" Red LED Lights (Qty: 1 Pair @ \$187.00 Per Pair) <i>*To Be Wired With Brake Lights, Located In Top Rear Corners of Bus</i>	\$ 187.00
TOTAL (Place total amount in space on vehicle order form)		\$ 19,054.00

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
70D	Combined Heated/Remote/Turn Signal Strip Rearview Mirrors	\$ 743.00
71B	Windows Designed Not To Be Opened (Solid Pane) ILO T-Sliders	\$ N/A
75B	Heavy Duty Electric Stepwell Heater	\$ 88.00
78A	Cold Weather Front	\$ 100.00
78B	Bug Screen	\$ 100.00
79C	Carpet Covering Entire Ceiling in Passenger Cabin Area	\$ 330.00
84	Angel Trax 2 Head Camera System	\$ 1,995.00
84A	Add Additional Interior Camera Heads (Qty 2 @ \$400 each)	\$ 800.00
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TOTAL	(Place total amount in space on vehicle order form)	\$ 4,156.00

PUBLIC TRANSIT (5311, ETC.)

FY 2016 VEHICLE ORDER FORM

MnDOT COOPERATIVE PROCUREMENT FOR SMALL, MID-SIZED & MEDIUM DUTY ACCESSIBLE BUSES

(This form to be used ONLY for vehicles funded through MnDOT's Office of Transit)

MnDOT Recipient Contract Number: 1003381
Contract Maximum Amount: \$ \$80,000.00
SUN Number: _____ (Office Use)

Quantity: 1
(For identical vehicle orders only)
UPIN Number: _____ (Office Use)

Legal Name: City of Brainerd
Address: 501 Laurel Street
City, State, Zip: Brainerd, MN 56401
Contact Name: Andy Stone

Phone Number: 218-828-6172
Fax Number: 218-828-6172
Email Address: astone@ci.brainerd.mn.us

Vendor Name: North Central Bus & Equipment
Vendor Contact: Bryan Techel / 952-270-9328
Bus Manufacturer: Startrans
Model & Gas/Diesel: Senator II HD/Diesel

Bus GVRW: 19,500
Chassis Manufacturer: Ford
Chassis Wheelbase: 213"
Vehicle Length: 30'

Vehicle Spec. # 10. 03 20 # of Passenger Seats 2 # of WC Positions
Lift Manufacturer & Model: Braun Millennium-2 Front _____ Rear xxx
Wheelchair Securements Manufacturer & Model: Q'Straint QRT Deluxe Slide N Click
Floor Plan Attached (required): Yes _____ No xxx
Inspection Site/Location: NCBE - Saint Cloud Recipient's Ford/GM Fleet #: _____

BASE PRICE (includes freight - manufacturer to vendor & all rebates)	\$ <u>79030.00</u>
TOTAL OPTIONS (from page 2)	\$ <u>12197.00</u>
TOTAL OPTIONS (from page 3)	\$ <u>4138.00</u>
DELIVERY CHARGE (vendor to recipient)	\$ <u>160.00</u>
LICENSE & TRANSFER FEES	\$ <u>125.00</u>
EXTENDED WARRANTIES	\$ <u>0.00</u>
EXCISE TAX (if applicable)	\$ <u>0.00</u>
VEHICLE TOTAL	\$ <u>95,650.00</u>

Completed by Office of Transit

Vehicle Total or
Contract Amount \$ _____
(whichever is less)

MnDot Share \$ _____
Recipient Share \$ _____

Recipient Signature: _____

Date: _____

Vendor Signature: _____
(Not required)

Date: _____

MnDOT APPROVAL

Procurement Coordinator Signature: _____

Date: _____

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
1	Diesel Engine Upgrade	\$ 8,039.00
8B	Extend Valve Stems on Rear Dual Wheels	\$ 165.00
14C	Reflectorize Rear Perimeter of Bus	\$ 175.00
19C	Upgrade to Altro Flooring - Color to Be: Capri	\$ 0.00
19F	Aluminum Underbelly	\$ 248.00
21Ab	Rear Romeo Rim Help Bumper	\$ 215.00
25	Power Passenger Entrance Door	\$ Standard
25B	Easy Access Panel Abover Power Passenger Entrance Door	\$ 83.00
30C	Exterior Key Entry	\$ N/A
34C	Upgrade to Level 4 Passenger Seat Material (Qty: 20 @ \$58.00 each)	\$ 1,160.00
34C	Passengers Seat Material Choice Code: #240 Ice Blue	\$ -
43B	Upper Plexiglass Panel Behind Driver's Seat - SMOKED	\$ 99.00
44B	Powder Coated Yellow Entrance Grab Rail	\$ 33.00
44B	Powder Coated Yellow Ceiling Grab Rail	\$ 99.00
49B	Roof Mounted A/C System ILO Skirt Mounted	\$ 1,320.00
48	Qty 2 65,000 BTU Rear Heaters with Booster Pump	\$ STD
51	Additional 4" Amber LED Lights (Qty: 2 Pairs @ \$187.00 Per Pair) <i>*To Be Wired With Turn Signals, Located In Upper Front and Rear Corners of Bus</i>	\$ 374.00
51	Additional 4" Red LED Lights (Qty: 1 Pair @ \$187.00 Per Pair) <i>*To Be Wired With Brake Lights, Located In Top Rear Corners of Bus</i>	\$ 187.00
TOTAL (Place total amount in space on vehicle order form)		\$ 12,197.00

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
67C	Combined Heated/Remote Rearview Mirrors	\$ 675.00
68	Windows Designed Not To Be Opened (Solid Pane) ILO T-Sliders	\$ N/A
72B	Heavy Duty Electric Stepwell Heater	\$ 88.00
75A	Cold Weather Front	\$ 125.00
75B	Bug Screen	\$ 125.00
76C	Carpet Covering Entire Ceiling in Passenger Cabin Area	\$ 330.00
81	Angel Trax 2 Head Camera System	\$ 1,995.00
81A	Add Additional Interior Camera Heads (Qty 2 @ \$400 each)	\$ 800.00
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		\$
TOTAL	(Place total amount in space on vehicle order form)	\$ 4,138.00



Brainerd City Council Agenda Request

SPW
3
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Event/Street Closure Application - Homecoming Events

☐ 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 an application for the Homecoming events planned for Saturday, October 8th. The events consist of a 5K and 10K run and parade. The routes are the same as in previous years and Community Action coordinates the traffic control and oversees the events.	
Alternatives, Options, Effects on Others/Comments: The application has distributed to all city departments for comments. As of the time this memo is being written, there are no recommended conditions of approval and a comment that the Park Board has already approved a request for use of Kiwanis Park for staging the races.	
Recommended Action/Motion: Staff is recommending that the Council approve the event application as submitted.	
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>	



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: Community Homecoming

Date(s) of the event: Oct 8, 2016

Time of event (setup to breakdown): 7 AM to 12 noon

Location: Brainerd

Estimated number of attendees: 2,000

Organizer Information

Organizer's name (Please print): Community Action

Organizer's address: 213 So 5 Brainerd, MN 56401

Event contact person: Marcy Cross / Chris Hanson
829-45278 820-1300

Event contact daytime phone number: (h) _____ (w) _____ (c) 829-9079

Event contact persons e-mail address: marcy@brainerdcommunityaction.org

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

(h) _____ (w) _____ (c) 829-9079

For Profit/Nonprofit status (type): non-profit

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: 10K, 5K race (8th - 10th)
and Parade (10:30 to 11:15)

If a parade, please describe the proposed route with the assembly and dispersal locations and attach a map: Assembly on Front Street - 6th to 4th
& Laurel 6th to East River Road
route - down 5th to College Ave to East River Road

Site Information

Electrical usage?

Yes ☐ No ☒

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

Amplified sound?

Yes ☐ No ☒

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

There will be an MC in front of school

Restrooms provided?

Yes ☐ No ☒ How many? _____

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

Company contracted for restrooms: _____

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:

distributed throughout the
community.

Trash Disposal?

Yes ☐ No ☒

Company contracted for trash disposal: _____

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.

most Bldgs are government - will speak to Postmaster & be sure people can get to post office. PSA's will be sent to paperst radio all businesses have access

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").

See attached maps

Time and date for beginning of street closures: *7:30 AM 10/8*

Time and date for reopening of streets: *11:30 AM 10/8*

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.

will speak to HRA & send letters to businesses & residents affected

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 business have access - residents of North Star will be allowed through the closure

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			✓	Contact the Parks & Recreation Department for information.
Fire/EMS/Police support	✓			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			✓	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			✓	All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance certificate	✓			May be required before issuing a permit.
Sign/banner permits			✓	Contact the Planning Department for information.
Parade permit		✓		Issued by the Police Department after complete submission of application.
Street closure		✓		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			✓	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

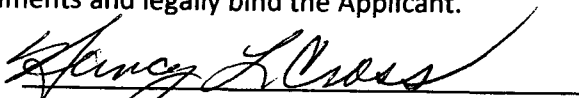
The applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and 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:

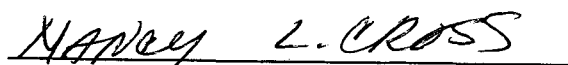
- a. Minimum of \$1,000,000 in commercial general liability insurance.
- b. Applicant's insurance shall be primary.
- c. Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims, if alcohol will be served.
- d. The insurance policy must be issued 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


Date submitted to the City


PRINT NAME

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

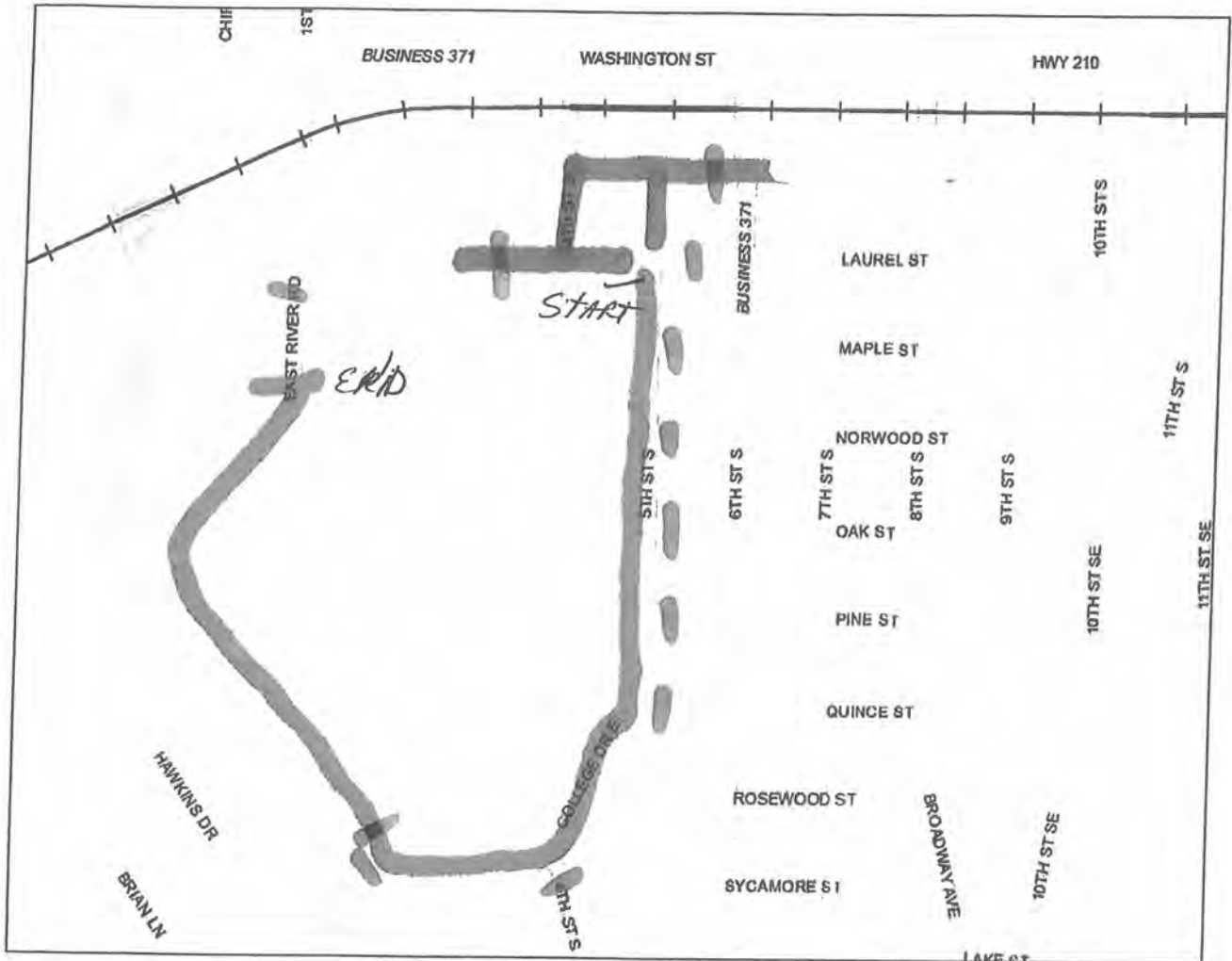
The Special Event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Commonly Used Maps

Parade



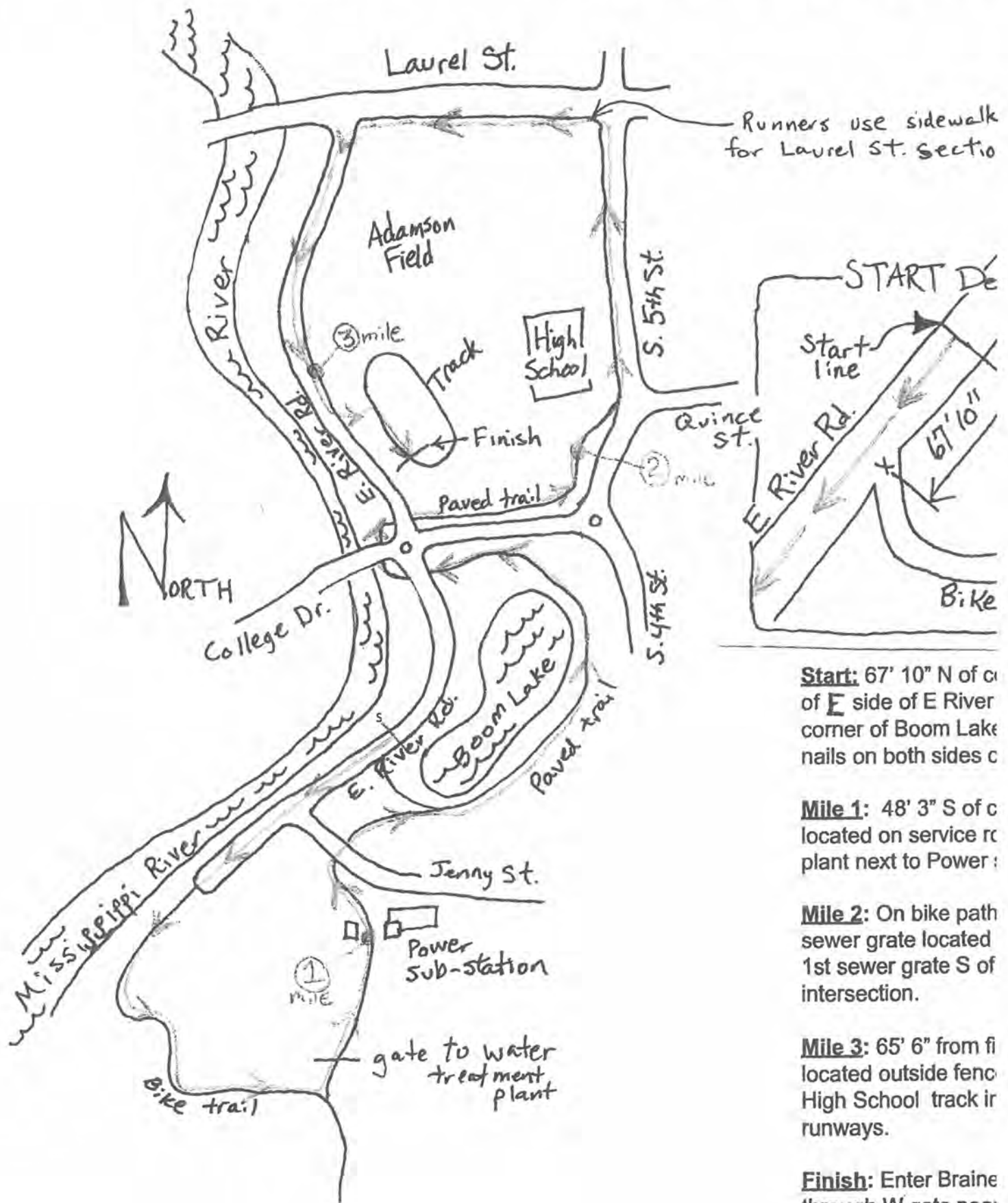
-  Route
-  Staging
-  Street Closure

Brainerd Homecoming 5k

Brainerd, MN 56401

USATF Certified Course# MN15076RR

Effective from Oct 2, 2015 - Dec 31, 2025



Start: 67' 10" N of c of E side of E River corner of Boom Lake nails on both sides c

Mile 1: 48' 3" S of c located on service rc plant next to Power :

Mile 2: On bike path sewer grate located 1st sewer grate S of intersection.

Mile 3: 65' 6" from fi located outside fence High School track in runways.

Finish: Enter Braine through W gate near best line to official tr:



Road Running Technical Council
USA Track & Field
Measurement Certificate

Name of the course Brainerd Homecoming 5k Distance _____
Location (state) MN (city) Brainerd
Type of course: road race ☒ calibration ☐ track ☐ Configuration: _____
Type of surface: paved 94 % dirt _____ % gravel 6 % grass _____ %
Elevation (meters above sea level) Start 353 Finish 353 Highest 368
Straight line distance between start & finish 563m Drop 0 m/km _____
Measured by (name, address, phone & e-mail) Chris Hanson - 25282 E Clark Lake
MN56468 - 218 820 1300 - christopher.hanson@isd181.org
Race contact (name, address, phone & e-mail) Same

Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
Number of measurements of entire course: 2 Date(s) when course measured: Sept
Race date: ~~Oct 3, 2015~~ Course certification effective date: Oct
10/8/2015 Certification code: _____

Notice to Race Director: Use
in **all** public announcements

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described in the map attached is hereby certified as reasonably accurate in measurement according to standards adopted by the Road Running Technical Council. If **any** changes are made to the certification becomes void, and the course must then be recertified.

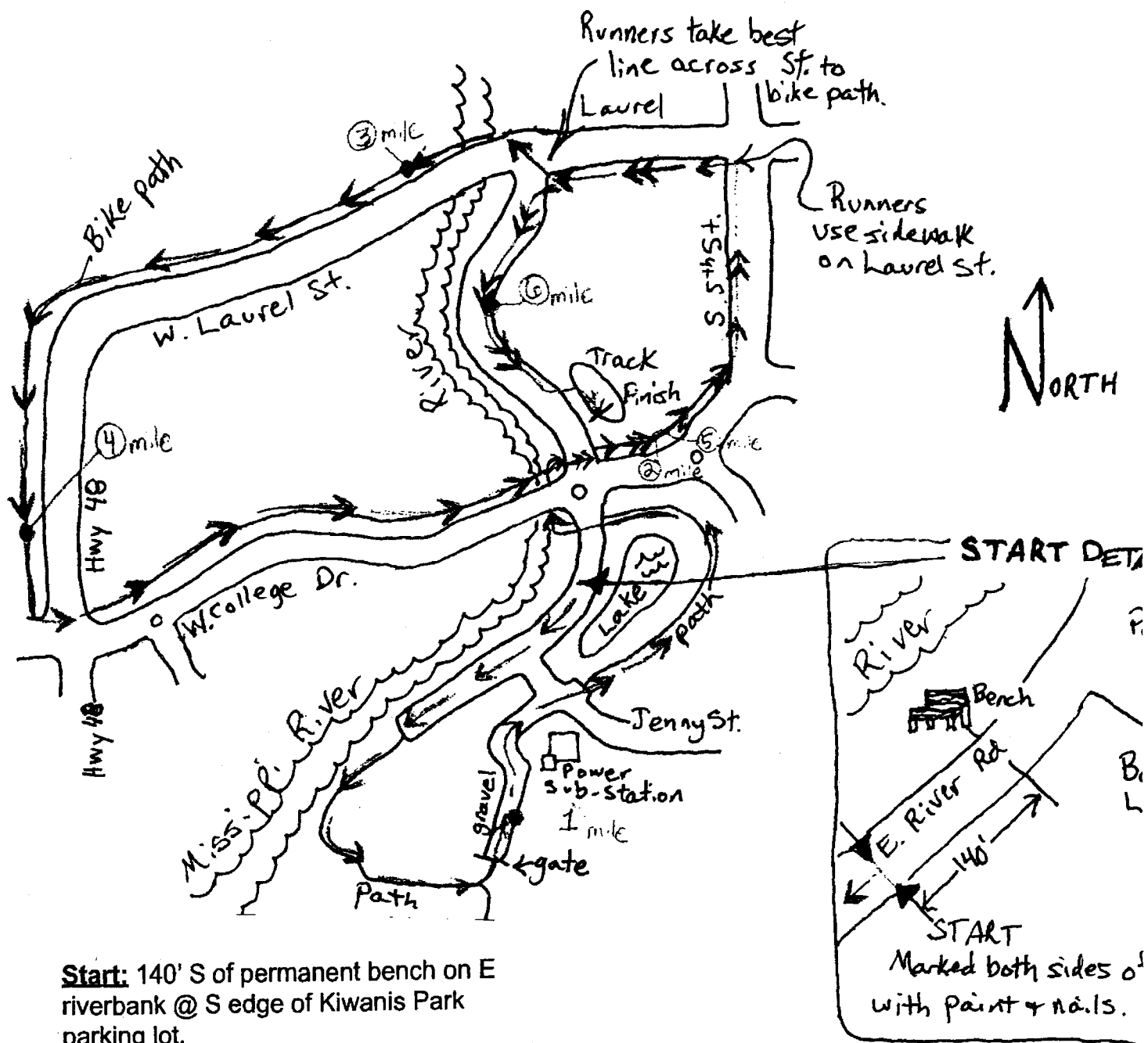
Verification of Course — In the event a National Open Record is set on this course, or a record of USA Track & Field, a verification remeasurement may be required to be performed by the Road Running Technical Council. If such a remeasurement is required, it shall be performed by a measurer who is not the same as the one who certified the course.

Brainerd Homecoming 10k

Brainerd, MN 56401

USATF Certified Course# MN150771

Effective from Oct 2, 2015 - Dec 31, 2015



Start: 140' S of permanent bench on E riverbank @ S edge of Kiwanis Park parking lot.

Mile 1: On gravel service road to water treatment plant. GPS coordinates N46 20.469, W094 12.567

Mile 2: 73' S. of mile mark 5. (see below)

Mile 3: 9' SW of center of 1st sewer grate W of bridge over Mississippi River on NW curb of W Laurel St.

Mile 4: 40' S of cable utility box A2-9 on W side of bike trail parallel to HWY 48.

Mile 5: 96' W of city light pole on NE

Course description: From start, head SW on E River paved bike path and curving E to intersection with gravel water treatment plant. Turn N on service road to Jenny bike path and run around E side of Boom Lake. At N e Park, take best line W to paved path / W College Drive crosses river and turns E across E River Rd up hill to C take best line from end of path to S. 5th St and proceed Laurel St. runners are directed to sidewalk on S side of At intersection with 4th St. runners are directed across



Road Running Technical Council
USA Track & Field
Measurement Certificate

Name of the course Brainerd Homecoming 10k Distance _____
Location (state) MN (city) Brainerd
Type of course: road race ☒ calibration ☐ track ☐ Configuration: Comp
Type of surface: paved 97 % dirt _____ % gravel 3 % grass _____ %
Elevation (meters above sea level) Start 356 Finish 353 Highest 368
Straight line distance between start & finish 434m Drop .3 m/km
Measured by (name, address, phone & e-mail) Chris Hanson - 25282 E Clark Lake
MN56468 - 218 820 1300 - christopher.hanson@isd181.org
Race contact (name, address, phone & e-mail) Same

Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
Number of measurements of entire course: 2 Date(s) when course measured: Sept
Race date: ~~Oct 3, 2015~~ Course certification effective date: Oct
10/8/2016 Certification code: _____

Notice to Race Director: Use
in **all** public announcements

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described in the map attached is hereby certified as reasonably accurate in measurement according to standards adopted by the Road Running Technical Council. If **any** changes are made to the certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or a record of USA Track & Field, a verification remeasurement may be required to be performed by the Road Running Technical Council. If such a remeasurement shows that the course is not within the required tolerance, the course must be recertified.



Road Running Technical Council
USA Track & Field
Measurement Certificate

Name of the course Brainerd Homecoming 10k Distance _____
Location (state) MN (city) Brainerd
Type of course: road race ☒ calibration ☐ track ☐ Configuration: Comp
Type of surface: paved 97 % dirt _____ % gravel 3 % grass _____ %
Elevation (meters above sea level) Start 356 Finish 353 Highest 368
Straight line distance between start & finish 434m Drop .3 m/km
Measured by (name, address, phone & e-mail) Chris Hanson - 25282 E Clark Lak
MN56468 - 218 820 1300 - christopher.hanson@isd181.org
Race contact (name, address, phone & e-mail) Same

Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
Number of measurements of entire course: 2 Date(s) when course measured: _____
Race date: ~~Oct 3, 2015~~ Course certification effective date: Oct
10/8/2016 Certification code: _____

Notice to Race Director: Use
in **all** public announcements

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If **any** changes are made to the certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or a record of USA Track & Field, a verification remeasurement may be required to be performed by the Road Running Technical Council. If such a remeasurement shows that the course is not within the required tolerance, the course must be recertified.



Brainerd City Council Agenda Request

SPW
4
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Event/Street Closure Application - Fire Department Open House

☐ 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: Attached is an application for the Fire Department Open House planned for Thursday, October 13th. The event consists of a request to close East River Road between Laurel Street and Front Street between the hours of 4:00 p.m. and 8:00 p.m. The Fire Department has hosted this annual event for many years without any incidents.	
Alternatives, Options, Effects on Others/Comments: The application has distributed to all city departments for comments. As of the time this memo is being written, there are no recommended conditions of approval.	
Recommended Action/Motion: Staff is recommending that the Council approve the event/street closure application as submitted.	
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>	



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: Brainerd Fire Department Open House

Date(s) of the event: October 13, 2016

Time of event (setup to breakdown): 5 to 7 pm

Location: 23 Laurel Street

Estimated number of attendees: 1,000+

Organizer Information

Organizer's name (Please print): Tim Holmes, Fire Chief

Organizer's address: 23 Laurel Street

Event contact person: Tim Holmes

Event contact daytime phone number: (h) _____ (w) ²¹⁸⁻⁸²⁸⁻²³¹² _____ (c) _____

Event contact persons e-mail address: tholmes@ci.brainerd.mn.us

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

(h) _____ (w) ²¹⁸⁻⁸²⁸⁻²³¹² _____ (c) _____

For Profit/Nonprofit status (type): _____

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: Fire prevention displays

If a parade, please describe the proposed route with the assembly and dispersal locations and attach a map: _____

Site Information

Electrical usage? Yes ☒ No ☐
Describe the type of equipment to be used and how you intend to supply the power: _____

Amplified sound? Yes ☐ No ☒
Description of any recording and sound amplification equipment to be used in your event and the times: _____

Restrooms provided? Yes ☒ No ☐ How many? On scene
A ratio of 1 restroom for every 100-150 people is recommended.

Company contracted for restrooms: On scene

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: On scene

Trash Disposal? Yes ☒ No ☐
Company contracted for trash disposal: _____

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.

NA

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").

East River Road between Front and Laurel Streets

Time and date for beginning of street closures: 4 to 8 pm, October 13, 2016

Time and date for reopening of streets: 8 pm, October 13, 2016

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.

NA

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.

NA

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				Contact the Parks & Recreation Department for information.
Fire/EMS/Police support				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				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				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance certificate				May be required before issuing a permit.
Sign/banner permits				Contact the Planning Department for information.
Parade permit				Issued by the Police Department after complete submission of application.
Street closure				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				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

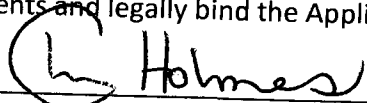
The applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and 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

Tim Holmes

PRINT NAME

Fire Chief

Event Applicant Title

August 29, 2016

Date submitted to the City

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



Brainerd City Council Agenda Request

SPW
5
Agenda Item #

Requested Meeting Date: 09/06/2016

Title of Item: Improvement 16-04 - 2016 Patching Project Overage

☐ 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: Paul Sandy	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 Minutes
Summary of Issue: At recent council meetings, council approved Improvement 16-04 at a price not to exceed \$20,000. The project has been completed and invoiced by Anderson Brothers.	
Alternatives, Options, Effects on Others/Comments: Based on estimated quantities, staff calculated that the project would be able to be constructed under the \$20,000 threshold. A last minute add on to the project to patch around a sunken storm sewer near 1107 O Street to fix a drainage problem put the project over the projected \$20,000 cost. The total invoiced amount was \$22,065.38.	
Recommended Action/Motion: Approve the invoiced overage on Improvement 16-04 in the amount of \$2,065.38 for a total project construction cost of \$22,065.38.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>\$22,065.38</u> Is this budgeted? ☒ Yes ☐ No This is part of the 5 year CIP every year for maintenance. <u>Please Explain:</u>	

Anderson Brothers Construction
11325 State Highway 210
Brainerd, MN 56401
218 829-1768

Invoice 995

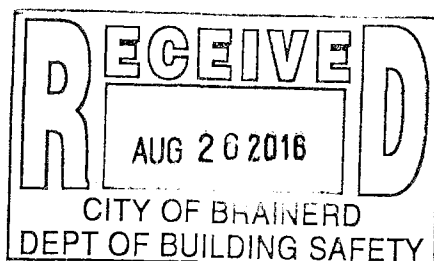
Bill to: CITY OF BRAINERD 501 LAUREL ST BRAINERD, MN 56401	Job: 13180 CITY OF BRAINERD/13180
---	--------------------------------------

Invoice #: 995	Date: 08/23/16	Customer P.O. #:
Payment Terms: Net 10 Days		Salesperson:
Customer Code: 07335		

Remarks:

Quantity	Description	U/M	Unit Price	Extension
	CITY PATCHES TIME & MATERIAL			22,065.38
WORK NOT TO EXCEED \$20,000.00 UNLESS APPROVED BY PAUL				
Subtotal:				22,065.38
Total:				22,065.38

Improvement 16-04





Brainerd City Council Agenda Request

SPW
6

Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Improvement 16-06 - Block 46 Sanitary Sewer

☐ 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: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: Bids were received for the reconstruction of the sanitary sewer in Block 46 (between north 5th and 6th, Washington to Kingwood) to accommodate the redirection of 4 sanitary sewer services from hookups in Washington Street to hookups in the alley. 2 bids were received as shown on the attached abstract. The low bid was from Anderson Brothers Construction in the amount of \$93,943.87. Total project cost including quote in the amount of \$18,500 from Tim Thompson to redirect the sewer services is estimated at \$115,998.87 as shown on the attached sheet.	
Alternatives, Options, Effects on Others/Comments: The options are to either accept the low bid from Anderson Brothers Construction, or reject bids and re-bid in the spring. When this project was previously discussed, the question of funding was raised. After consultation with Paul Steinman, staff's recommendation is to include a statement in the Resolution ordering the improvement that states the Council's intent to reimburse itself for the cost through the issuance of bonds. This will give the Council the ability to access any unused portions of existing bond issues and/or the ability to issue additional debt that will be required for the SE 13th Street and South 6th Street projects over the next couple of years. We currently have the staff time necessary to complete this project this fall.	
Recommended Action/Motion: Staff is recommending that the Council proceed with the project this fall and take the following actions: 1) Adopt a resolution ordering the Improvement with an intent to reimburse through bonding and awarding the bid to Anderson Brothers Construction. 2) Accept the quote from Tim Thompson Plumbing to redirect the sanitary sewer services on Blocks 46 and 48	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>115,998.87</u> Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

Bid Tabulation Improvement 16-06 Alley Block 46 Sanitary Sewer										ANDERSON BROTHERS		DECHANTAL EXC	
ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	TOTAL	Engineer's Estimate		UNIT PRICE	TOTAL COST		UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
					UNIT PRICE	TOTAL COST							
1	2021.501	MOBILIZATION	L SUM	1	\$ 5,000.00	\$ 5,000.00				1,087.88	1,087.88	10,040.00	10,040.00
2	2104.501	REMOVE SEWER PIPE (STORM)	LF	144	\$ 6.00	\$ 864.00				2.24	322.56	8.00	1,152.00
3	2104.501	REMOVE SEWER PIPE (SANITARY)	LF	337	\$ 2.00	\$ 674.00				1.50	505.50	2.50	842.50
4	2104.501	REMOVE CURB AND GUTTER	LF	76	\$ 3.00	\$ 228.00				1.75	133.00	8.00	608.00
5	2104.503	REMOVE CONCRETE SIDEWALK	SF	384	\$ 2.00	\$ 768.00				0.82	314.88	1.75	672.00
6	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	65	\$ 15.00	\$ 975.00				7.80	507.00	8.00	520.00
7	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	1143	\$ 1.50	\$ 1,714.50				2.50	2,857.50	3.00	3,429.00
8	2104.509	REMOVE CASTING	EA	1	\$ 50.00	\$ 50.00				60.00	60.00	100.00	100.00
9	2104.509	REMOVE DRAINAGE STRUCTURE	EA	1	\$ 250.00	\$ 250.00				161.52	161.52	350.00	350.00
10	2104.509	REMOVE MANHOLE (SANITARY)	EA	1	\$ 275.00	\$ 275.00				390.01	390.01	600.00	600.00
11	2104.511	SAWING CONCRETE PAVEMENT	LF	33	\$ 5.00	\$ 165.00				3.60	118.80	7.00	231.00
12	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LF	551	\$ 2.00	\$ 1,102.00				3.60	1,983.60	3.00	1,653.00
13	2105.501	COMMON EXCAVATION (P)	CY	221	\$ 12.00	\$ 2,652.00				23.33	5,155.93	21.50	4,751.50
14	2211.501	AGGREGATE BASE COURSE CLASS 5	TON	291	\$ 20.00	\$ 5,820.00				26.56	7,728.96	17.25	5,019.75
15	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	153	\$ 70.00	\$ 10,710.00				66.03	10,102.59	67.00	10,251.00
16	2503.511	6" PVC PIPE SEWER	LF	117	\$ 30.00	\$ 3,510.00				71.05	8,312.85	36.70	4,293.90
17	2503.511	8" PVC PIPE SEWER	LF	479	\$ 40.00	\$ 19,160.00				37.07	17,756.53	51.80	24,812.20
18	2503.541	12" RC PIPE SEWER DESIGN 3006 CLASS III	LF	144	\$ 30.00	\$ 4,320.00				34.53	4,972.32	38.25	5,508.00
19	2503.602	8" CLEAN-OUT ASSEMBLY	EA	1	\$ 200.00	\$ 200.00				308.32	308.32	568.00	568.00
20	2503.602	SANITARY SEWER SERVICE	EA	10	\$ 300.00	\$ 3,000.00				371.49	3,714.90	911.00	9,110.00
21	2506.502	CONSTRUCT DRAINAGE STRUCTURE, DESIGN G OR H	SF	1	\$ 2,000.00	\$ 2,000.00				959.57	959.57	2,238.00	2,238.00
22	2506.516	CASTING ASSEMBLY	EA	2	\$ 1,000.00	\$ 2,000.00				630.02	1,260.04	825.00	1,650.00
23	2503.602	CONNECT INTO EXISTING SANITARY SEWER	EA	1	\$ 400.00	\$ 400.00				420.02	420.02	425.00	425.00
24	2503.602	CONNECT INTO EXISTING STORM SEWER	EA	1	\$ 600.00	\$ 600.00				420.02	420.02	875.00	875.00
25	2503.602	CONSTRUCT SANITARY MANHOLE	EA	2	\$ 2,500.00	\$ 5,000.00				5,477.74	10,955.48	2,734.00	5,468.00
26	2521.501	6" CONCRETE WALK	SF	384	\$ 8.00	\$ 3,072.00				6.49	2,492.16	7.00	2,688.00
27	2531.501	CONCRETE CURB AND GUTTER, DESIGN B618	LF	76	\$ 20.00	\$ 1,520.00				11.30	858.80	24.00	1,824.00
28	2531.507	7" CONCRETE DRIVEWAY PAVEMENT	SY	62	\$ 70.00	\$ 4,340.00				61.20	3,794.40	63.50	3,937.00
29	2563.601	TRAFFIC CONTROL	L SUM	1	\$ 1,000.00	\$ 1,000.00				900.03	900.03	1,250.00	1,250.00
30	2573.530	STORM DRAIN INLET PROTECTION	EA	4	\$ 150.00	\$ 600.00				90.00	360.00	165.00	660.00
31	2574.525	COMMON TOPSOIL BORROW (LV)	CY	35	\$ 30.00	\$ 1,050.00				91.22	3,192.70	42.00	1,470.00
32	2575.555	TURF ESTABLISHMENT	SY	102	\$ 10.00	\$ 1,020.00				18.00	1,836.00	20.00	2,040.00

TOTAL \$ 84,039.50

93,943.87

109,036.85

Attachment C1

TIM THOMPSON PLUMBING 16675 JACKSONVILLE DRIVE BRainerd, MN 56401 218.835.2935		Estimate Number: E117 Date: 5/26/2016
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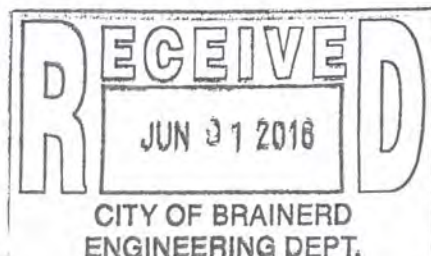
Bill To
City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

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
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Attachment C2

TIM THOMPSON PLUMBING 16675 JACKSONVILLE DRIVE BRainerd, MN 56401 218.839.2935		Estimate
Number	E119	
Date	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

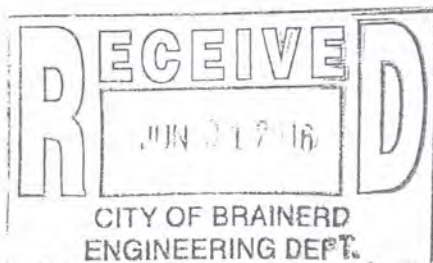
Amount Due \$2,200.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$2,200.00

Total \$2,200.00



TIM THOMPSON PLUMBING 16675 JACKSONVILLE DRIVE BRainerd, MN 56401 218.839*2935		Estimate Number E116 Date 5/26/2016
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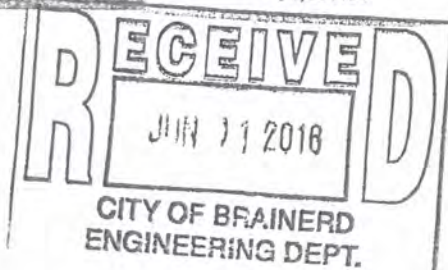
Bill To
 City of Brainerd
 501 Laurel Street
 Brainerd, Mn, 56401

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



Attachment C

TIM THOMPSON PLUMBING 16675 JACKSONVILLE DRIVE BRainerd, MN 56401 218.839.2935		Estimate Number: E118 Date: 5/26/2016
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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

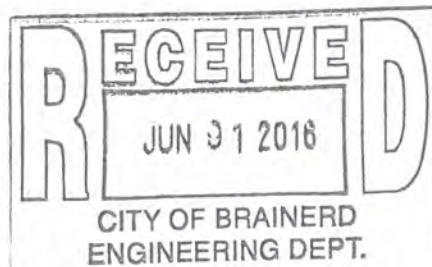
***Permit

Bid Price \$9,800.00

Not Included In This Price:

Class 5/Asphalt

Black Dirt & Grass Seed



TIM THOMPSON PLUMBING
16675 JACKSONVILLE DRIVE
BRainerd, MN 56401
218.839.2935

Estimate

Number E118

Date 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

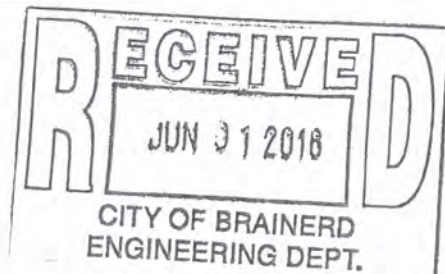
Amount Due \$9,800.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$9,800.00

Total \$9,800.00



**Costs Associated with Improvement 16-06
Block 46 Sanitary Sewer Replacement**

Bid Prices (Sanitary Main Replacement)

Anderson Brothers Construction

Cost

\$ 93,943.87

Quote Prices (Private Sanitary Sewer Service Connections)

Tim Thompson Plumbing

\$ 18,500.00

Extra Service from Carpeting Shop (Estimate)

\$ 1,000.00

Environmental Work (Final Invoice)

Widseth Smith Nolting

\$2,430.00

MPCA

\$125.00

Total Estimated Project Construction Cost

\$ 115,998.87



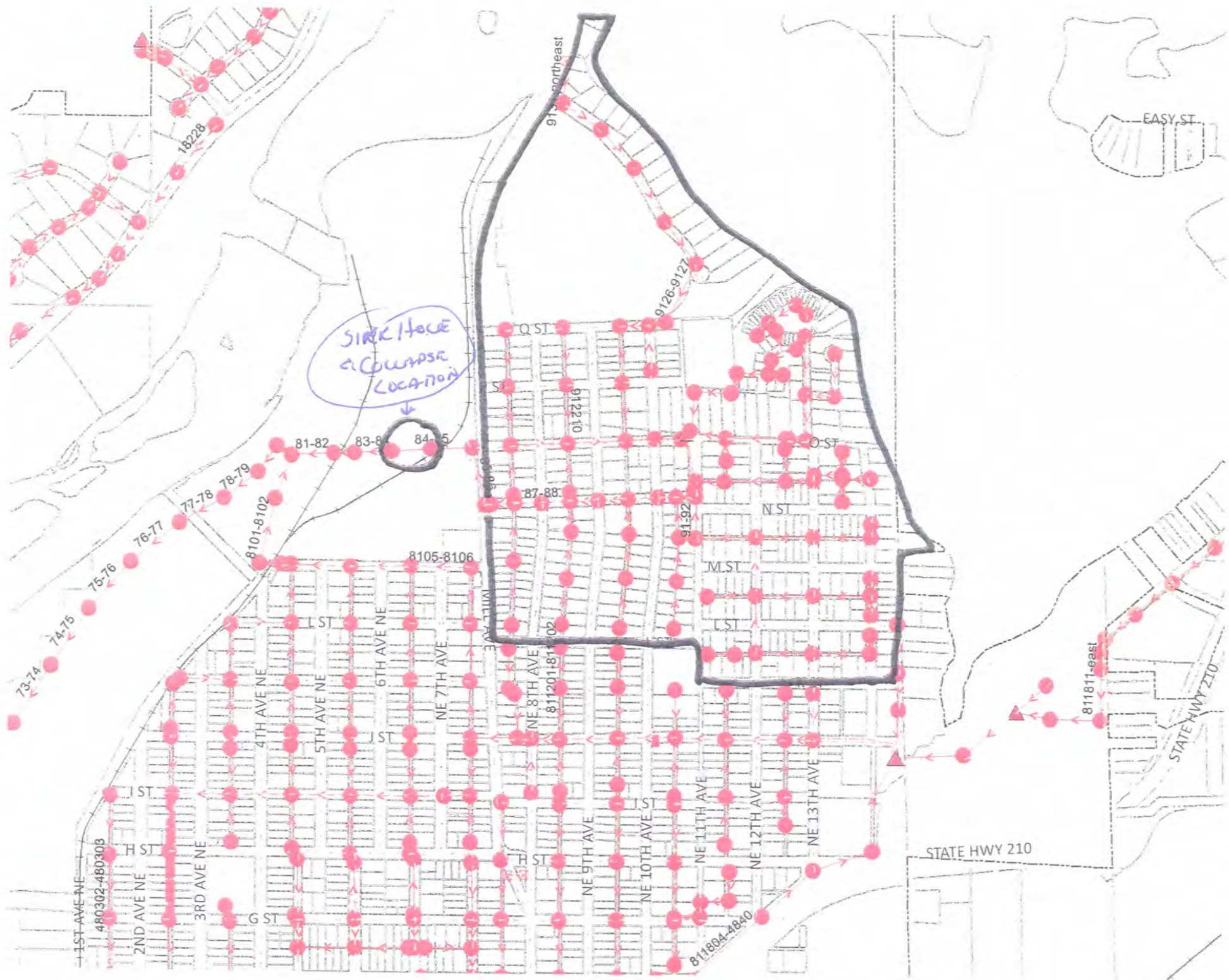
Brainerd City Council Agenda Request

SPW <u>7</u>
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Improvement 15-11 - Sanitary Sewer Interceptor on BIC

☐ 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: As reported to the Council back in July, following the July 11th rain event, a substantial sinkhole developed on top of the sanitary sewer interceptor that crosses the BIC property. This particular 257 ft. long segment of interceptor is constructed with corrugated metal pipe, a material that is not suitable for this application, and which has far exceeded its life expectancy. Staff started to develop a project to replace this segment following a similar sinkhole in 2015, We have now completed the plans and specifications for the replacement and are prepared to go out for bids.	
Alternatives, Options, Effects on Others/Comments: The interceptor serves a considerable area of Northeast Brainerd lying east of Mill Avenue and north of K Street. A collapse of the interceptor could result in either having significant backups into basements or having sewage flow in an open channel until the pipe could be replaced. Staff considers the replacement of the pipe to be essential and the work should occur as soon as possible this fall. The work would consist of the replacement of the 257 feet of interceptor and 2 manhole structures and is estimated to cost about \$50,000. Staff is proposing a construction schedule to complete the work on or about October 21st. Funding for this project is similar to Improvement 16-06 and is proposed to be through either existing bond proceeds if available or future bond proceeds when funding for the South 6th Street project is financed.	
Recommended Action/Motion: Staff is recommending that the Council adopt a Resolution ordering the improvement with the intent to reimburse through utility revenue bonds and authorizing the advertisement of bids, with bids being returnable on Monday, September 19th.	
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> Construction cost estimated at \$50,000	





Brainerd City Council Agenda Request

7A
Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Background Information on Redevelopment Project 1

☒ 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): CWC HRA Chair Mike Kneeland	Estimated Time Needed: 5-10 minutes
Summary of Issue: In preparation for the public hearing on this project County HRA Chair Kneeland will present a history of how the project has progressed, the role of the CWC HRA and what will happen upon approval of this major redevelopment project in 3 tax forfeited properties. His presentation will help to prepare the Council and the public in preparation for the public hearing to follow.	
Alternatives, Options, Effects on Others/Comments:	
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

7B

Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Public Hearing on Redevelopment Project No. 1

☐ 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: 10 minutes
Summary of Issue: Per state statute 469, the City effected by a project must provide opportunity for public input regarding the plan for development/re-development. The law also requires the local planning authority (City Planning Commission) to review the proposal and issue a written opinion to the Council.	
Alternatives, Options, Effects on Others/Comments: The Brainerd Planning Commission held a meeting on Wednesday, August 17, 2016 and the motion was made to recommend approval of the draft Redevelopment Plan for Redevelopment Project No. 1. Attachment A is the notice of the public hearing. Attachment B is the written opinion (minutes) of the Planning Commission to the City Council. Attachment C is the draft Redevelopment Plan for Redevelopment Project No. 1. Attachment D is a resolution for council's consideration approving the Redevelopment Plan for Redevelopment Project No. 1 proposed by the CWC HRA	
Recommended Action/Motion: 1. The City council needs to hold a public hearing on the Redevelopment Plan for Redevelopment Project No. 1. 2. Consider adoption of resolution approving redevelopment plan for redevelopment project no. 1 as proposed by the Housing and Redevelopment Authority in and for the County of Crow Wing.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ 59.09 Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> We budget a set dollar amount for all public hearing notices.	

NOTICE OF PUBLIC HEARING

NOTICE is hereby given that the City Council of the City of Brainerd will meet in the City Hall, located at 501 Laurel Street in Brainerd, on Tuesday, September 6, 2016 at 6:00 p.m., or as soon as possible thereafter, to conduct a public hearing regarding the approval of a Redevelopment Plan for Redevelopment Project No. 1 for the Housing and Redevelopment Authority in and for the County of Crow Wing ("HRA").

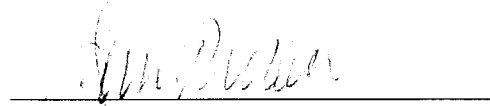
The boundaries of Redevelopment Project No. 1 encompass the entire geographic boundaries of Crow Wing County, including the City of Brainerd.

The purpose of this proposed action is to facilitate the redevelopment of certain tax-forfeited property within the City of Brainerd in cooperation with the HRA, in order to reduce or eliminate blighting factors on such property and encourage the development of a range of owner-occupied housing options. Details on the proposal are contained in the Redevelopment Plan, a draft copy of which will be available for public inspection at the Brainerd City Hall during regular business hours.

All oral and written comments will be heard at this time or may be mailed or delivered to the City of Brainerd, 501 Laurel Street, Brainerd, MN 56401.

Dated: 8-23, 2016

BY ORDER OF THE CITY COUNCIL



Jim Thoreen, City Administrator

PLANNING COMMISSION
Wednesday, August 17, 2016

City Planner Ostgarden called the meeting of the Brainerd Planning Commission to order at 6:00 p.m. in the City Hall Council Chambers.

Noted present were Commissioners Parks, Plantenberg, Headley, Turner, Antolak and Pritschet. Commissioner Straw was noted as absent. Also present were City Planner Ostgarden, Jennifer Bergman, County/City HRA Executive Director and Jim Thoreen City Administrator.

#2 Approval/Amendment of Agenda

MOTIONED AND SECONDED BY COMMISSIONERS PRITSCHET AND PARKS, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#3 Approve Minutes of the Regular Meeting held on July 20, 2016, as Distributed

MOTIONED AND SECONDED BY COMMISSIONERS PRITSCHET AND HEADLEY, DULY CARRIED, TO APPROVE THE MINUTES FROM THE REGULAR MEETING HELD ON JULY 20, 2016 AS DISTRIBUTED.

#4 NEW BUSINESS

a) Review of the Crow Wing County Housing and Redevelopment Authority Redevelopment Plan

City Planner Ostgarden directed the Commission's attention to the documents placed in front of them this evening, which included a "Draft Redevelopment Plan for Redevelopment Project No. 1" and a map showing the locations of the properties involved: Brainerd Oaks, DalMar Estates and Serene Pines development projects. He introduced Jennifer Bergman, Executive Director of the Crow Wing County Housing and Redevelopment Authority (CWC HRA) and the City of Brainerd HRA.

Ms. Bergman discussed events starting in 2011 when the Crow Wing County HRA entered into an agreement with Lakes Area Habitat for Humanity with the intent to build 20 homes in Brainerd Oaks, stating that because of the assessments for Brainerd Oaks, Habitat did not feel that it made financially feasible to continue to participate. In 2013 the CWC HRA hired the Urban Land Institute to study the possibilities for Brainerd Oaks and provide a recommendation(s) for future development. Results on studies done to determine marketability showed that it would be difficult to find a developer interested in Brainerd Oaks because of the deferred assessments. In April 2016 a proposal was received from a developer interested in purchasing Brainerd Oaks, Serene Pines and DalMar Estates for \$912,300. She stated that the assessments on the properties is about \$2.3 million with an actual cost for the original bond issue for infrastructure of \$1.5 million and an estimated market value of approximately \$1.2 million. The issue came before and City Council and the City Council made a motion at their June 6, 2016 meeting to authorize the CWC HRA to negotiate the sale and to inform the potential buyer that the City is willing to write down special assessments on the project but not SAC and WAC or Park Dedication fees.

Ms. Bergman drew the Commission's attention to specific areas of the redevelopment plan as distributed. She stated that the CWC HRA is requesting any feedback from the Commission on the redevelopment plan and that a written notice with any concerns would be appreciated.

Commissioner Parks stated that it would be a shame not to get these properties back on the tax rolls. He stated that although giving up the assessment revenue, it will be well worth it in the end if the redevelopment is successful.

City Planner Ostgarden referred the Commission's attention to item V of the Draft Redevelopment Plan for Redevelopment Project No. 1; Statement of Objectives, particularly item A. He requested that the Commission's recommendation should include recommendation to the City Council approval of the redevelopment plan based on it supporting and meeting the goals and strategies as outlined in the City's Comprehensive Plan.

Ms. Bergman confirmed for Commissioner Plantenberg that Brainerd Oaks went tax-forfeiture in 2007/2008 and that Serene Pines and DalMar Estates went tax forfeiture in 2014.

MOTIONED AND SECONDED BY COMMISSIONERS PRITSCHET AND PARKS, DULY CARRIED, TO RECOMMEND APPROVAL OF THE DRAFT REDEVELOPMENT PLAN FOR REDEVELOPMENT PROJECT NO. 1 FOR THE CROW WING COUNTY HOUSING AND REDEVELOPMENT AUTHORITY REDEVELOPMENT PLAN BASED ON MEETING THE GOALS AND STRATEGIES OF AS OUTLINED IN THE CITY'S COMPREHENSIVE PLAN AND THE FOLLOWING FINDINGS OF FACT:

General Goal #3: *Promote community spirit and unity and enhance Brainerd's character and identity.*

Strategy

1. Encourage a variety of experiences and opportunities in terms of living, working and social activities within the community.

ECONOMIC DEVELOPMENT

GOAL: *Support the development of a strong, diversified, and growing economic base and create a favorable climate for economic development and ongoing business activities.*

Strategies

1. Promote aesthetically pleasing development and redevelopment in the city.
2. Emphasize tax base expansion and job creation in economic development efforts by the city.

LAND USE GOAL #3: *Plan for the orderly, efficient and fiscally responsible growth of residential development in Brainerd.*

Strategy

1. Encourage compatible infill residential development throughout the developed portions of the city, to encourage the efficient use of land, the establishment of a strong tax base and the cost effective provision of city services.

LAND USE GOAL #4: *Plan land uses and implement standards to minimize land use conflicts.*

Strategy

1. Promote architectural/site aesthetics that are compatible with community standards.

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

Strategy

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

Commissioners individually weighed in on the positives for this project which included increasing the tax base and utilizing vacant area.

None.

#6 **OLD BUSINESS**

None.

#7 **Commissioners' Questions/Comments**

None.

#8 **City Planner's Report**

City Planner Ostgarden called the Commission's attention to the 2016 Land Use Training & Education Program information included in the Packet, stating that there is a meeting on Thursday, September 22nd in Little Falls. He stated that there is a 2 ½ day MN American Planning Association Chapter State Conference in conjunction with the upper Midwest planning conference in St. Cloud at the end of September. He asked any interested Commissioners to let him know if they would like them to attend, stating that costs would be covered.

#9 **Adjourn**

As there was no further business, the Chair adjourned the meeting at 6:34pm.

Respectfully submitted,

Mark Ostgarden AICP
City Planner

DRAFT
REDEVELOPMENT PLAN

FOR

REDEVELOPMENT PROJECT NO. 1

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE COUNTY OF CROW WING

Adopted: _____, 2016

Drafted By:

KENNEDY & GRAVEN, CHARTERED (MNI)
470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, Minnesota 55402
(612) 337-9300

I. DEFINITIONS

The terms defined below have, for purposes of this Redevelopment Plan, the meanings herein specified, unless the context specifically requires otherwise:

“Authority” means the Housing and Redevelopment Authority in and for the County of Crow Wing.

“Board” means the Board of Commissioners of the Authority.

“City” means the City of Brainerd, Minnesota.

“City Council” means the City Council of the City.

“County” means Crow Wing County, Minnesota.

“Governing Body” means the duly elected City Council.

“HRA Act” means Minnesota Statutes, Sections 469.001 to 469.047.

“Project” means Redevelopment Project No. 1, the boundaries of which are coterminous with the geographic boundaries of the County and generally illustrated in the map attached as Exhibit A.

“Project Area” means the area within the boundaries of the Project as shown in Exhibit A, and specifically the tax-forfeit lots within the Project Area described in Exhibit B.

“Public Redevelopment Costs” means all legally permissible costs incurred or to be incurred by or on behalf of the Authority in carrying out the Redevelopment Plan, including but not limited to: (a) the costs of any redevelopment activities consistent with the Redevelopment Plan as originally adopted or subsequently amended; (b) costs of administering the Project; and (c) debt service payments on any obligations issued to finance Public Redevelopment Costs authorized by the Redevelopment Plan.

“Redevelopment Plan” means this Redevelopment Plan for the Project, dated _____, 2016, and as it may be amended or supplemented from time to time.

“State” means the State of Minnesota.

II. AUTHORITY TO CREATE REDEVELOPMENT PROJECT AREA

The Authority was created pursuant to the HRA Act. Under the HRA Act, the Authority may exercise all the powers of a housing and redevelopment authority, including without limitation the power to establish redevelopment projects and to issue bonds in order to finance any Public Redevelopment Costs.

Pursuant to the HRA Act, the Authority may establish a redevelopment project and create a redevelopment plan for the purpose of approving plans for redevelopment within a particular area of the redevelopment project. One of the main purposes of a redevelopment project is to remove, prevent or reduce blight, blighting factors or the causes of blight. Blight is defined in several ways under the HRA Act. Blight is traditionally defined as buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light, and sanitary facilities, excessive land coverage, deleterious land use, or obsolete layout, or any combination of these or

other factors, are detrimental to the safety, health, morals, or welfare of the community. However, blight can also apply to vacant land, due to the following conditions: (i) unusual and difficult physical characteristics of the ground; (ii) the existence of faulty planning characterized by the subdivision or sale of lots laid out in disregard of the contours or of irregular form and shape or of inadequate size; or (iii) a combination of these or other conditions which have prevented normal development of the land by private enterprise and have resulted in a stagnant and unproductive condition of land potentially useful and valuable for contributing to the public health, safety, and welfare. A redevelopment project may be established for the purpose of eliminating these conditions on vacant land, in order to make the land useful and valuable for contributing to the public health, safety, and welfare.

III. STATEMENT OF NEED AND PUBLIC PURPOSE

The Authority finds that there is a need for redevelopment within the City and the Project Area to remedy blight and blighting conditions, prevent the spread of blight, promote the health, safety and welfare of City residents, and encourage related development and redevelopment in order to protect and improve the tax base and general economic vitality of the City and County as a whole.

More specifically, the Authority has identified that redevelopment of the Project Area, specifically the area consisting of the Brainerd Oaks, Serene Pines, and Dal Mar Estates housing subdivisions, is critical to the vitality and economic well being of the Project Area and the County as a whole. These three housing subdivisions contain 113 tax forfeited lots, currently held in trust for the State by the County. The County has attempted to sell these lots and return them to the tax rolls, but due to the State law requirement that they be sold for their estimated market value, and the County's policy that such value must include the cost of any previously levied and unpaid special assessments, private developers have been unwilling to purchase them at the marketed price. Redevelopment of the Project Area pursuant to this Redevelopment Plan will allow the Authority to convey these lots to private developers and will allow private developers to acquire and build on these lots, which will increase the tax base and general economic vitality of the City and County.

The Authority finds that the Project Area consists of property which is currently unused or underused because of certain blighting conditions, primarily due to high costs of acquisition resulting in unmarketable property, currently deleterious land use, and the threat of emergent or increased blighting factors.

Redevelopment of the Project Area is critical to avoiding the emergence of blight due to these subdivisions remaining undeveloped and vacant. The Authority finds that the proposed redevelopment activities are essential to prevent further deterioration of the Project Area and the City and County as a whole, and that such efforts will also encourage the future economic development of the City and County by providing a range of owner-occupied workforce housing.

The Authority specifically finds that: (a) the land within the Project Area would not be available for redevelopment without the public participation under this Redevelopment Plan; (b) the Redevelopment Plan will afford maximum opportunity, consistent with the needs of the City as a whole, for the development of the Project by private enterprise; and (c) the Redevelopment Plan conforms to the general plan for the development of the City and County as a whole.

The Authority further finds that the Project is a "redevelopment project" within the meaning of Section 469.002, subdivision 14 of the HRA Act.

IV. STATEMENT OF OBJECTIVES

The Authority seeks to accomplish the following general objectives within the Project:

- A. Promote the prompt development and redevelopment of property within the Project Area in a manner consistent with the City comprehensive plan, which property is currently unused or underused.
- B. Promote the development and redevelopment of property within the Project Area to ensure the continued vitality and economic well being of the Project Area and the City and County as a whole.
- C. Assist in development or redevelopment through land acquisition and conveyance, provision of public services, soil and terrain corrections or site improvements, all in cases deemed appropriate by the Authority.
- D. Employ any powers of the Authority under the HRA Act for the benefit of the Project in such cases and upon such terms as the Authority may deem appropriate.

V. PROJECT AREA

The Project boundaries are illustrated in the map attached as Exhibit A. The tax forfeit lots intended for redevelopment within the Project Area are described in Exhibit B.

VI. PROPERTY ACQUISITION

The Authority will acquire from the County the tax-forfeit lots in the Project Area within the City of Brainerd, in order to convey these lots to private developers for the construction of owner-occupied single-family housing, thereby promoting orderly development within the City of underutilized land intended for such housing.

The Authority will acquire any property in the Project Area that the Authority may deem necessary or desirable to carry out the objectives of the Redevelopment Plan. The Authority will acquire marketable fee title to the property by quit claim deed.

VII. REDEVELOPMENT PROJECT FINANCING

The Authority may use revenues from any source available to it to pay any Public Redevelopment Costs.

The Authority has no current plan to issue general obligation or revenue bonds to finance the costs of infrastructure necessary to develop the Project Area, including streets, water, and sewer, as such infrastructure is already in place.

The Authority intends to contribute to the City the net proceeds of the sale of each tax-forfeit lot in partial reimbursement of the City's previous investment in necessary infrastructure. The City has agreed by resolution to waive its statutory right to reassess the lots for the costs of the infrastructure.

EXHIBIT A

Map of Project Area

EXHIBIT B

Legal Description of Tax-Forfeit Lots in Project Area

Lots 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, and 18, Block 2, Brainerd Oaks

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, and 14, Block 4, Brainerd Oaks

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31, Block 5, Brainerd Oaks

Lots 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, and 23, Block 6, Brainerd Oaks

Lots 1, 2, 3, 4, 5, 6, and 7, Block 1, Dalmar Estates

Lots 1, 2, 3, 4, 5, 6, and 7, Block 1, Serene Pines

Lots 1, 2, 3, 4, 5, and 6, Block 2, Serene Pines

Lots 1, 2, 3, 4, 7, 8, and 9, Block 3, Serene Pines

Lots 1, 2, and 3, Block 4, Serene Pines

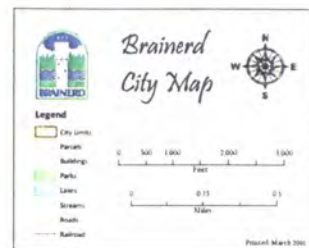
All in the County of Crow Wing, Minnesota.

City of Brainerd

Dalmar Estates

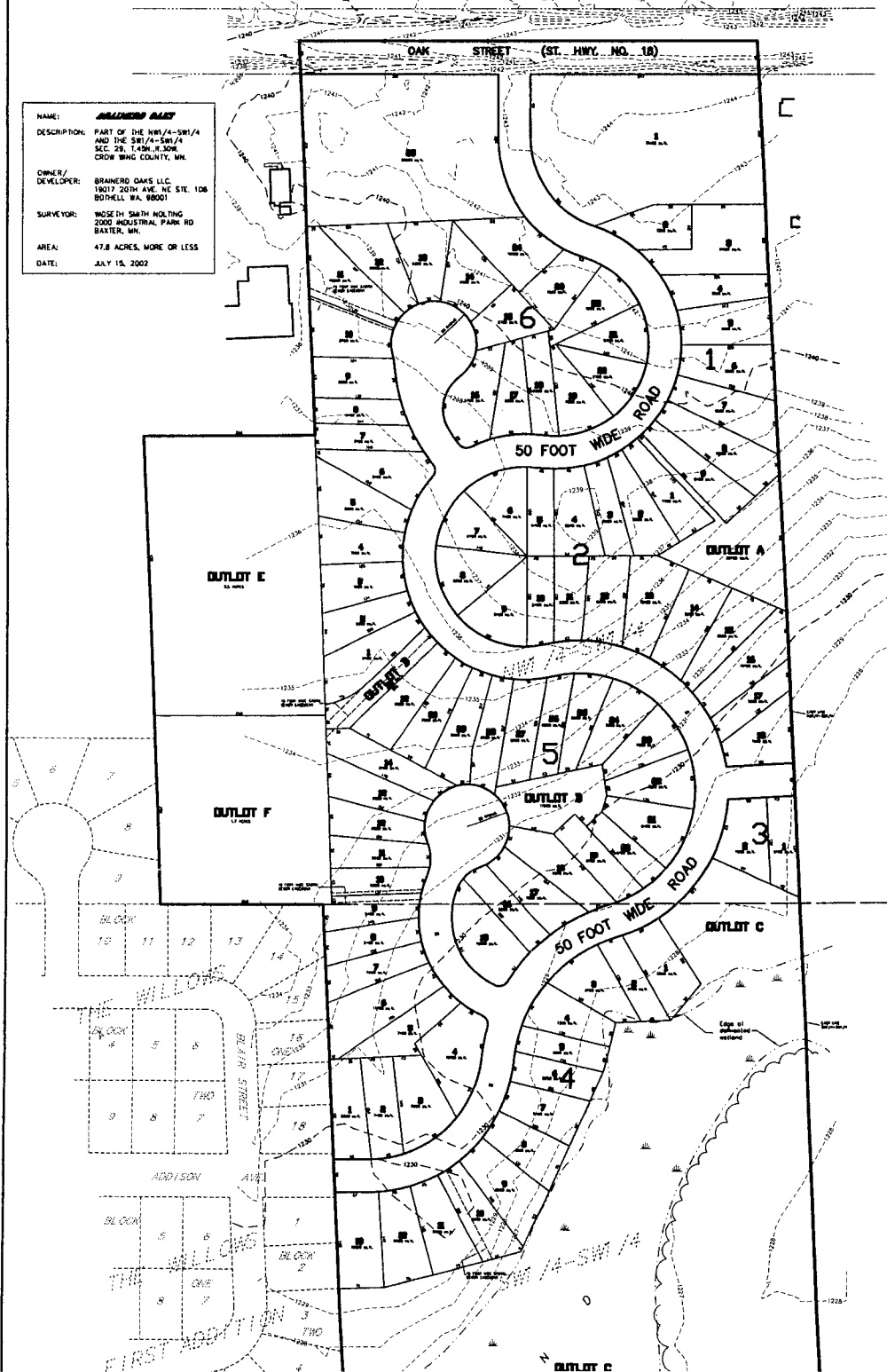
Serene Pines

Brainerd Oaks

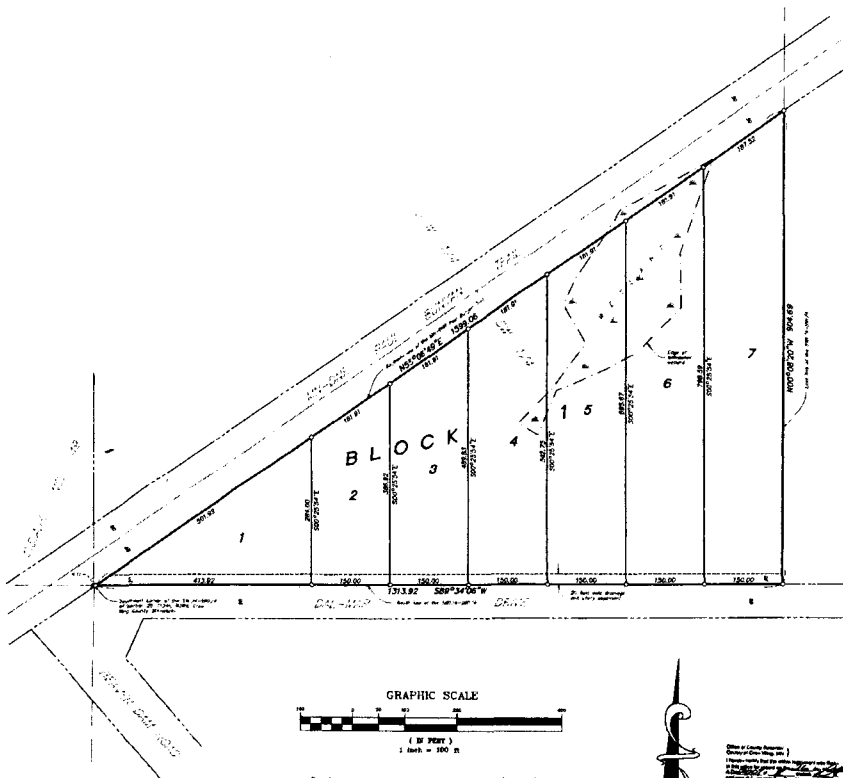


BRAINERD OAKS

NAME: **BRAINERD OAKS**
 DESCRIPTION: PART OF THE NW 1/4-SW 1/4
 AND THE SW 1/4-SW 1/4
 SEC. 29, T.45N., R.30W.
 CROW WING COUNTY, MN.
 OWNER/
 DEVELOPER: BRAINERD OAKS, LLC
 19017 20TH AVE. NE STE. 108
 BOTHELL, WA. 98001
 SURVEYOR: WOODHILL SMITH HOLDING
 2000 INDUSTRIAL PARK RD
 BAXTER, MN.
 AREA: 47.8 ACRES, MORE OR LESS
 DATE: JULY 15, 2002



DALMAR ESTATES



KNOW ALL PERSONS BY THESE PRESENTS, That Forewings, Inc., a Minnesota Corporation, its owner, and The First National Bank of Crow Wing, a Minnesota Corporation, Manager of the following described property situated in Crow Wing County, Minnesota to wit:

That part of the Southwest Quarter of the Southwest Quarter of Section 28, Township 134 North, Range 28 West, Crow Wing County, Minnesota which has southerly of the southerly line of the Minnesota Department Of Natural Resources Paul Bunyan Trail. Subject to easements, encumbrances and restrictions of record, if any.

Have caused the same to be surveyed and plotted as DALMAR ESTATES and do hereby declare and indicate to the public for public use, license the quantities as shown on the plot for the purposes specified therein.

In witness whereof said Forewings, Inc., a Minnesota Corporation, has caused these presents to be signed by its proper officer this 26th day of January, 2007.

Forewings, Inc.

Jeffrey E. Austin
Jeffrey E. Austin, President

In witness whereof said The First National Bank of Crow Wing, a Minnesota Corporation, has caused these presents to be signed by its proper officer this 26th day of January, 2007.

The First National Bank of Crow Wing

Robert C. Shuman
Robert C. Shuman, V.P.

STATE OF MINNESOTA
COUNTY OF CROW WING

The foregoing instrument was acknowledged before me this 26th day of January, 2007 by Jeffrey E. Austin, President of Forewings, Inc., a Minnesota Corporation, on behalf of the Corporation.

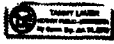
Deborah A. Erickson
Deborah A. Erickson, Notary Public, Crow Wing County, MN
My Commission Expires 01-31-10



STATE OF MINNESOTA
COUNTY OF CROW WING

The foregoing instrument was acknowledged before me this 26th day of January, 2007 by Robert C. Shuman, V.P. of The First National Bank of Crow Wing, a Minnesota Corporation, on behalf of the Corporation.

Deborah A. Erickson
Deborah A. Erickson, Notary Public, Crow Wing County, MN
My Commission Expires 01-31-10



I hereby certify that I have surveyed and plotted the property described on this plot as DALMAR ESTATES, that this plot is a correct representation of said survey, that all distances are correctly shown on the plot in feet and hundredths of a foot, that all monuments have been correctly placed in the ground as shown, that the outside boundary lines are correctly designated on the plot and that there are no encumbrances or claims to said land, said 1/2 or public highways or for designation other than as shown.

Chris Hughes
Chris Hughes, Land Surveyor
Minnesota License No. 43932

STATE OF MINNESOTA
COUNTY OF CROW WING

The foregoing Surveyor's Certificate was acknowledged before me this 26th day of January, 2007 by Chris Hughes, Land Surveyor, Minnesota License No. 43932.

Deborah A. Erickson
Deborah A. Erickson, Notary Public, Crow Wing County, MN
My Commission Expires 01-31-10



This plot of DALMAR ESTATES was approved by the Planning Commission of the City of Brainerd, Minnesota, this 26th day of November, 2006.

Robert C. Shuman
Robert C. Shuman, Mayor

This plot of DALMAR ESTATES was approved by the City Council of the City of Brainerd, Minnesota, this 26th day of November, 2006.

Deborah A. Erickson
Deborah A. Erickson, Notary Public, Crow Wing County, MN
My Commission Expires 01-31-10

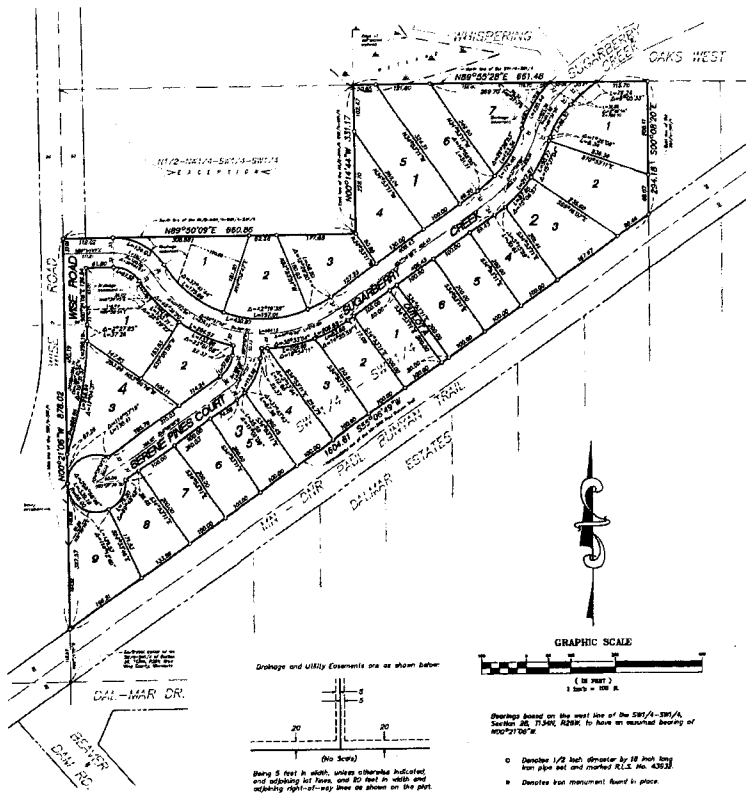
I, Deborah A. Erickson, Auditor for Crow Wing County, Minnesota, do hereby certify that the fees on the books described herein have been paid for the year prior to 2007.

Deborah A. Erickson
Deborah A. Erickson, Auditor

I, Lauren E. Borden, Treasurer for Crow Wing County, Minnesota, do hereby certify that the fees on the books described herein have been paid for the year 2007.

Lauren E. Borden
Lauren E. Borden, Treasurer

SERENE PINES



KNOW ALL PERSONS BY THESE PRESENTS, That *Forrester, Inc.*, a Minnesota Corporation, its officers, and The First National Bank of Duluth—a Minnesota Corporation, Mortgagee of the following described property situated in Crow Wing County, Minnesota, to wit:

The part of the Southeast Quarter of the South-west Quarter of Section 26, Township 134 North, Range 26 West, Crow Wing County, Minnesota that lies southerly of the north-westerly line of the Minnesota Department of Natural Resources First Buyer Trail.

WITNESSETH

The North Half of the Northeast Quarter of said Southeast Quarter of the South-west Quarter of Section 26

Subject to easements, reservations and encumbrances of record, if any;

This is granted the piece to be surveyed and plotted on **SEERSONE PTMS** and its hereby donated and dedicated to the public; for public use **Brower Wise Road, Hagberry Court and Brower Place Court**, the public ways as shown on the plat and also dedicating the easements as shown on the plat for the purposes specified therein.

In witness whereof said Partnership, Inc., a Missouri Corporation, has caused this process to be signed by its proper officers this _____ day of _____, 2007.

 Partnership, Inc.

Jeffrey E. Smith, President

by me and the First National Bank of Greenwood, a Missouri Corporation, her record their payment to be signed by its proper officer this
day of _____, 2017.

The First National Bank of Greenwood

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged to me on the _____ day of _____, 2007 by J. Gary E. Austin, President of
Preston, Inc., a Minnesota Corporation, on behalf of the Corporation.

Nancy Felt _____, County, MN.
 City Communications Director

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2017 by _____
of The First National Bank of Denmark, a Minnesota Corporation, on behalf of the Corporation.

Henry Public _____ Classy, MN
My Coordinator Expires _____

This plot is a current representation of the boundary survey; all monumental data and labels are correctly designated; all monuments depicted on the plot have been or will be correctly set within one year; all water boundaries and wet wet lands as defined in Minnesota Statute 527.04, Subd. 1, are shown and labeled; and all public ways are shown and labeled on the plot.

Chris Bayland, Land Surveyor
Michigan License No. 0182

STATE OF MICHIGAN
COUNTY OF CHAN

The foregoing Surveyor's Certificate is acknowledged before me this _____ day of _____, 2007 by Chelsi Haglund, Land Surveyor,
Michigan License No. 0302.

*January Public, Crow Wing County, MN
My Classification Number*

This plot of *GERARD PHILES* was approved by the Planning Commission of the City of Rockford, Illinois, this _____ day of _____, 2007.

Chairman	Secretary
-----------------	------------------

The plot of SEASIDE PARK was approved by the City Council for the City of Berkeley, Missouri, the _____ day of _____, 2007.

City Administrator _____ Mayor _____

I, Deborah A. Stancant, Auditor for Crow Wing County, Minnesota, do hereby certify that the taxes on the lands described herein have been paid for the years prior to 2007.

CHOW WOOD COUNTY ALBERTA

J. Leonard S. Barkin. Treasurer for the Cow-Wing Company, Milwaukee, do hereby certify that the taxes on the lands described herein have been paid for the year 2007.

DROWNING COUNTY TREASURER:

Westwood
Professional Services, Inc.

Comprehensive Plan Goals and Strategies
Redevelopment Project No. 1
Housing and Redevelopment Authority
in and for the County of Crow Wing

General Goal #3: *Promote community spirit and unity and enhance Brainerd's character and identity.*

Strategy

1. Encourage a variety of experiences and opportunities in terms of living, working and social activities within the community.

ECONOMIC DEVELOPMENT

GOAL: *Support the development of a strong, diversified, and growing economic base and create a favorable climate for economic development and ongoing business activities.*

Strategies

1. Promote aesthetically pleasing development and redevelopment in the city.
2. Emphasize tax base expansion and job creation in economic development efforts by the city.

LAND USE GOAL #3: *Plan for the orderly, efficient and fiscally responsible growth of residential development in Brainerd.*

Strategy

1. Encourage compatible infill residential development throughout the developed portions of the city, to encourage the efficient use of land, the establishment of a strong tax base and the cost effective provision of city services.

LAND USE GOAL #4: *Plan land uses and implement standards to minimize land use conflicts.*

Strategy

1. Promote architectural/site aesthetics that are compatible with community standards.

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

Strategy

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

Attachment D

CITY OF BRAINERD, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING REDEVELOPMENT PLAN FOR REDEVELOPMENT PROJECT NO. 1
PROPOSED BY THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE COUNTY OF
CROW WING**

WHEREAS, the Housing and Redevelopment Authority in and for the County of Crow Wing ("Authority") has proposed the creation of a Redevelopment Plan ("Plan") in connection with its Redevelopment Project No. 1 (the "Project"), pursuant to Minnesota Statutes, Sections 469.001 to 469.047 (the "HRA Act") in order to avoid and/or remedy blight in certain areas within the City of Brainerd (the "City"); and

WHEREAS, the City Planning Commission has provided a written comment to this Council finding that the Plan is consistent with the comprehensive City plan and recommending approval of the Plan; and

WHEREAS, the Authority has approved the Plan and requested that the City hold a public hearing regarding the Plan duly noticed in accordance with the HRA Act; and

WHEREAS, the Council has on this date held a public hearing regarding the Plan at which all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brainerd that:

1. The City Council hereby finds that: (a) the land within the Project area would not be available for redevelopment described in the Plan without the financial assistance to be sought under the Plan; (b) the Plan will afford maximum opportunity, consistent with the needs of the City as a whole, for the redevelopment of the Project area by private parties; and (c) the Plan conforms to the general plan for the development of the City as a whole.

2. These findings are based on the facts and conditions described in the Plan, which is incorporated herein by reference.

3. City staff and consultants are authorized to take all actions necessary to implement the Plan in cooperation with the Authority.

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



Brainerd City Council Agenda Request

7C

Agenda Item #

Requested Meeting Date: September 6, 2016

Title of Item: Amend Annexation Ordinance #1457, Robert and Andrea Marohn, 11427 Easy Street

☐ 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: Mark Ostgarden, City Planner	Department: Planning
Presenter (Name & Title): Same	Estimated Time Needed: 5 minutes
Summary of Issue: Ordinance #1457 approved at the August 15, 2016 City Council meeting requires amending to specify the property annexed is exempt from property taxes at the time of annexation. The City Council approved Ordinance #1457 annexing a Robert and Andrea Marohn owned parcel on Easy Street. Section 6 of the Ordinance specifies a tax payment plan to Oak Lawn Township which should not have been used. This parcel is exempt from property taxes due to Mr. Marohn's Disabled American Veteran status. Following the 1st Ordinance reading, I realized that Section 6 of the Ordinance needed amending to address the tax exempt status. I had communicated with Eric Quiring who recommended language to address the issue. However, the amended language was not part of the the Ordinance for the 2nd reading. The Ordinance was sent to the State which raised a concern about Section 6 and it asked that we amend it to have language that describes the tax exempt status.	
Alternatives, Options, Effects on Others/Comments: Following the 2nd reading approval, I discussed with the Minnesota Office of Administrative Hearings Municipal Boundary Adjustments Unit the language recommended Mr. Quiring. It suggested a change to his language. The language in Section 6 is based on both Mr Quiring's and the State's recommendations. There really are no alternatives or options. In order to complete the annexation process, Ordinance #1457 will need to be amended to properly address the property tax exempt status.	
Recommended Action/Motion: Motion _____ and second by _____ to amend Section 6 of Ordinance #1457 and approve the amended Ordinance.	
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. 1457**

**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 59 PINE SHORES ADDITION, Crow Wing County, Minnesota.

P.I.N. # 811080000590009
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 .61 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;~~

- ~~i. In the second year, an amount equal to 70%;~~
- ~~ii. In the third year, an amount equal to 50%;~~
- ~~iii. In the fourth year, an amount equal to 30%; and~~
- ~~iv. In the fifth year, an amount equal to 10%~~

The property is exempt from property taxes due the property owner's status as a Disabled American Veteran.

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

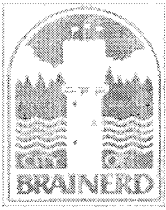
GARY SCHEELER
President of the Council

Approved this ____ day of _____, 2016

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

Published: One Time, _____



Brainerd City Council Agenda Request

8A

Agenda Item #

Requested Meeting Date: September 6th, 2016

Title of Item: NJPA Drug Task Force Funding

☐ 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:
Summary of Issue: For the past several years the Lakes Are Drug Investigative Division(LADID), made up of staff from the Crow Wing County Sheriff's Department, the Brainerd Police Department, and the Baxter Police Department, has received funding assistance from the State of Minnesota as a Violent Crime Enforcement Team(VCET). VCET funding requirements have changed making LADID ineligible for state funding. Any non-metro seven county task force, must be a multi-county VCET to be eligible. Our task force is a single county task force. We approached NJPA and they have agreed to be a funding source for us to continue to operate as a single-county drug task force.	
Alternatives, Options, Effects on Others/Comments: In the past the VCET grant funding has paid for a combination of things inclusive of buy funds, equipment, training, with a majority of the funding used for overtime reimbursement for the officer's overtime wages while working on the drug task force. Complex drug investigations and drug work in general are unpredictable and often require extended hours and call-outs to be effective. This overtime funding is crucial for us to participate in LADID without significant fiscal repercussions to our budget. NJPA has committed to fund \$9,000 annually to agencies that staff a person to a multi-agency drug task force in Region 5.	
Recommended Action/Motion: Approve a motion authorizing Chief McQuiston to sign the attached NJPA Funding Agreement to accept Drug Task Force Funding.	
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>	

CONDITIONAL FUNDING AGREEMENT

This Agreement ("Agreement"), made effective at the date hereof ("Effective Date"), is by and between the National Joint Powers Alliance ("NJPA"), and Brainerd Police Department ("Agency").

NJPA and Agency recognize a need for the services and the collaboration of those services of Drug Task Force officers throughout Region 5 and a lack of resources to meet that need; and

NJPA acknowledges Drug Task Force officers serve a public purpose and has agreed to provide supplemental funding to the program in Region 5;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Conditional Funding of Services.

Agency hereby agrees to accept funding from NJPA under the following conditions:

- a. The funding will be used to support its jurisdiction's commitment to the drug task force.
- b. The Agency is a sheriff's office or local police department within Region 5.
- c. The Agency is part of a multi-agency drug and violent crimes task force.
- d. The Agency has a full-time equivalent (FTE) commitment to the drug task force equal to one FTE commitment for the 12 month calendar year.
- e. The FTE must be committed to working exclusively with the drug task force.

2. Receipt and Remittance of Funds.

Agency will receive \$9,000 to support the drug task force services. Agency will submit an invoice to NJPA for the full amount of the funding.

- a. Funds not expended during the term of the Agreement will be remitted to NJPA

3. Performance and Reporting.

- a. Funds received pursuant to this Agreement will be used in accordance with Section 1 of this Agreement.
- b. Should at any time, Agency be unable to perform its responsibilities under this Agreement, all funds retained pursuant to this Agreement must be returned to NJPA at a prorated rate.
- c. Agency will provide NJPA with a quarterly funding report outlining what the expenditures the funds were utilized for.
- d. The Chief Law Enforcement Officer for the Agency will provide an affidavit to NJPA attesting to the FTE commitment of the drug task force agent prior to receiving any funding.

4. Term.

The term of this Agreement will commence on Effective Date and continue for a period of one year.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date below.

By _____
Authorized Signature-Signed

By _____
Authorized Signature-Printed

Date: _____

NATIONAL JOINT POWERS ALLIANCE®

By _____
Authorized Signature-Signed

By _____
Authorized Signature-Printed

Date: _____

**Costs Associated with Improvement 16-06
Block 46 Sanitary Sewer Replacement**

Bid Prices (Sanitary Main Replacement)

Anderson Brothers Construction

Cost

\$ 93,943.87

Quote Prices (Private Sanitary Sewer Service Connections)

Tim Thompson Plumbing

\$ 18,500.00

Extra Service from Carpeting Shop (Estimate)

\$ 1,000.00

Environmental Work (Final Invoice)

Widseth Smith Nolting

\$2,430.00

MPCA

\$125.00

Total Estimated Project Construction Cost

\$ 115,998.87