

CITY COUNCIL AGENDA

Brainerd, Minnesota

September 19, 2016

7:30 P.M.

Brainerd City Hall

Council Chambers

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

1. Call to Order

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 adopt by ROLL CALL VOTE.

A. Approval of the Minutes of the Regular Meeting held on September 6, 2016, and the Budget Workshop held on September 12, 2016, as distributed

B. Approval of Licenses – (See Attachment)

1. Contractor's Licenses – 2 – Renewals

C. Department Activity Reports – (See Attachments)

1. Police Chief
2. Finance Director
3. City Administrator

D. Minnesota Lawful Gambling Application to Conduct Excluded Bingo – Submitted by Lakes Area USBC Bowling Association to Conduct Excluded Bingo on March 14-18, 2016, November 14-18, 2016 and March 20-24, 2017 – Approval of

6. Council Committee Reports

A. Personnel and Finance Committee Report

1. Approval of Bills, Transfer of Funds & Payments to Contractors

General Fund to Public Safety Fund	\$365,000.00
General Fund to Park Fund	\$45,000.00
General Fund to Street & Sewer	\$50,000.00
General Fund to Airport Fund	\$12,960.00
	<u>\$472,960.00</u>

Parking Lot Fund to Street & Sewer Fund	\$4,308.89
Parking Lot Fund to Construction Fund	\$1,633.14
Fire Capital to General Capital	\$100,000.00
	<u>\$105,942.03</u>

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained On Project</u>
CWC Hwy Dept	14-09	Novotny Rd to CSAH 19 – Final	\$33,960	0
Tom's Backhoe	14-15	Airport Util Ext thru 8/31	\$557,748.41	\$29,355.18

2. Computer Security/End Point Protection

3. Brainerd Oaks TIF Decertification

4. Insurance Options Follow Up

5. Police Department – Purchase In-Squad Video with DWI Forfeiture Funds

B. Safety and Public Works Committee Report

1. Improvement 15-11 – Adopt Resolution Awarding Bids

2. Improvements 14-08 and 14-09 – Adopt Resolution Declaring Costs to be Assessed and Ordering Public Hearing to be held at 7:30 P.M. on October 17, 2016

3. 2016 Downtown Special Services District – Adopt Resolution Declaring Costs to be Assessed and Ordering Public Hearing to be held at 7:30 P.M. on October 17, 2016

4. 2016 Nuisance Assessments – Set Public Hearing to be held at 7:30 P.M. on October 17, 2016

5. Improvement 16-09 – Buffalo Hills Lane Construction

6. Event/Street Closure Application – 607 Holly Street

7. Unfinished Business

A. 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 12/31/16

Ad Hoc Walkable Bikeable City Committee

8. New Business

A. 2017 Preliminary Levy and Budget

1. Set Amount for City’s 2017 Preliminary Levy

2. Set Date for Budget Public Hearing

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. Adjourn – To Joint Meeting of the Walkable Bikeable City Committee and Safety and Public Works Committee to be held at 6:00 P.M. on Monday, September 26, 2016 in the City Hall Conference Room

NOTE: Safety and Public Works Committee will meet at 7:00 P.M.

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

**ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS, PLEASE CALL 828-2307.
Visit the City’s website at www.ci.brainerd.mn.us**

MISSION

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

7:15 P.M. – Showcasing Brainerd: Life Link III Air Medical Transport

The Chair welcomed Mr. Kolby Kolbet, VP of Clinical Services with Life Link III Air Medical Transport, who announced that Life Link III has established a new base of operations in Brainerd. He stated that company is expected to operate 24/7 from the Brainerd Lakes Regional Airport starting mid-2017 and will be employing 5 nurses, 5 paramedics, 5 pilots and 2 mechanics. Through its “One Call” system, Life Link III will continue to work collaboratively with other air medical transport services to dispatch the most appropriate helicopter, whether it is Life Link III’s or another service. For further information, he recommended visiting their website at www.lifelinkiii.com. The Chair thanked him for his presentation.

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 noticed present: Hilgart, Koep, Pritschet, Bevans, Johnson, Borkenhagen 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 KOEP AND JOHNSON TO ADOPT THE CONSENT CALENDAR AS PRESENTED.

A. Approval of the Minutes of the Regular Meeting held on August 15, 2016, as distributed – Approved

B. Approval of Licenses – Approved

1. Contractor’s Licenses – 2 – New
2. Contractor’s Licenses – 5 – Renewals

C. Department Activity Reports – Approved

1. Fire Chief
2. Park Director
3. City Administrator

D. Resolution No. 34:16 Adopted – FY 2017 TZD Resolution – Authorizing Police Chief McQuiston to be Fiscal Agent and Administer the 2016-2017 Traffic Safety Enforcement Grant

Upon roll call, members Hilgart, Koep, Pritschet, Bevans, Johnson, Borkenhagen 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 & Payments to Contractors – Approved

<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

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

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

LMCIT Renewal for 2016-2017 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE THE CITY’S LIABILITY INSURANCE POLICY WITH THE LEAGUE OF MINNESOTA CITIES INTERNATIONAL TRUST (LMCIT) FOR THE PERIOD OF JUNE 1, 2016 THROUGH MAY 31, 2017.

Computer Security/End Point Protection – No Action Taken

Committee Chair Koep reported that at the Informational Technology (IT) meeting held last week it was determined that an additional layer of security against network threats is necessary; however, further information is needed before a decision or purchase will be made.

Subordination Agreement – Moving the City to 3rd Lien Position in SCDG Loan – Approve Agreement and Authorize Signatures following City Attorney Review – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE CITY TO ISSUE THE LENDER FOR A SCDG LOAN A SUBORDINATION AGREEMENT IN WHICH THE CITY WILL BE IN THIRD LIEN POSITION

AND TO AUTHORIZE SIGNATURES OF SUBORDINATION AGREEMENT FOLLOWING CITY ATTORNEY REVIEW.

Trainee Election Judge Wage – Amend Resolution No. 39:14 to Set the Trainee Judge Wage at \$9.50 per Hour – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AMEND RESOLUTION NO. 39:14 TO SET THE TRAINEE ELECTION JUDGE WAGE AT \$9.50 PER HOUR.

Election Emergency Plan – Adopt the Crow Wing County Election Emergency Plan as the City of Brainerd's Election Emergency Plan for the 2016 General Election and Beyond – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO ADOPT THE CROW WING COUNTY ELECTION EMERGENCY PLAN AS THE CITY OF BRAINERD'S ELECTION EMERGENCY PLAN FOR THE 2016 GENERAL ELECTION AND BEYOND.

City Administrator Thoreen stated that the plan will be available at the front counter at City Hall and on the City's website: www.ci.brainerd.mn.us

Clarify Date for City Administrator Future General Wage Adjustment – Wage Adjustment to Occur at the Same Time as other Department Head and Supervisor Wage Adjustments – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO CLARIFY THAT THE EFFECTIVE DATE FOR THE CITY ADMINISTRATOR'S WAGE ADJUSTMENT SHALL OCCUR AT THE SAME TIME AS THE OTHER DEPARTMENT HEAD AND SUPERVISOR WAGE ADJUSTMENTS.

Police Department – Employee Out of State Travel – Authorize Investigator Craig Katzenberger to Travel to Virginia for NDCAC Training – Expenses to be covered by Federal Funding from FBI – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE BRAINERD POLICE DEPARTMENT INVESTIGATOR CRAIG KATZENBERGER TO TRAVEL OUT OF STATE TO ATTEND THE DEPARTMENT OF JUSTICE "NDCAC" SPONSORED TRAINING IN VIRGINIA FROM SEPTEMBER 13-16, 2016 WITH ALL COSTS TO BE COVERED BY FEDERAL FUNDING FROM THE FBI.

Fire Department – State Turnout Gear Washer Grant Program – Authorize Letter Indicating Intent and Approval to Utilize Grant Funds for Turnout Gear Washer/Extractor Purchase if Funds are Awarded – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO 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.

Fire Department – DNR Grant Award – Accept Grant in the amount of \$2,500 and Authorize Appropriate Signatures – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO ACCEPT THE DNR FIRE ASSISTANCE GRANT IN THE AMOUNT OF \$2,500 AND AUTHORIZE APPROPRIATE SIGNATURES.

2017 Budget Workshop – To be held from 5:30 P.M. to 7:00 P.M. on Monday, September 12, 2016 in the Brainerd City Hall Council Chambers – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO HOLD A BUDGET WORKSHOP ON MONDAY, SEPTEMBER 12, 2016 FROM 5:30 P.M. TO 7:00 P.M. IN THE BRAINERD CITY HALL COUNCIL CHAMBERS.

Safety and Public Works Committee Report

Transit Bus #115 Property Damage Release – Authorize City Administrator to Execute on City's Behalf – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE CITY ADMINISTRATOR TO EXECUTE THE PROPERTY DAMAGE RELEASE FOR DAMAGE TO TRANSIT BUS #115 ON THE CITY'S BEHALF.

Resolution No. 35:16 Adopted – Authorizing the Purchase of a Transit Bus for \$80,093 with a Local Match of 20% through the City's 2016 MnDOT Capital Contract – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT RESOLUTION NO. 35:16 – AUTHORIZING THE PURCHASE OF A TRANSIT BUS FOR \$80,093 WITH A 20% LOCAL SHARE THROUGH THE CITY'S 2016 MNDOT CAPITAL CONTRACT.

RESOLUTION NO. 35:16

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

Event/Street Closure Application submitted by Community Action for Homecoming Events being held on October 8, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION AS SUBMITTED BY COMMUNITY ACTION FOR THE ANNUAL HOMECOMING EVENTS TO BE HELD ON SATURDAY, OCTOBER 8, 2016 IN THE AREAS OF FRONT STREET, LAUREL STREET, EAST RIVER ROAD AND COLLEGE DRIVE.

Event/Street Closure Application Submitted by the Brainerd Fire Department for their Annual Open House – October 13, 2016 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION AS SUBMITTED BY THE BRAINERD FIRE DEPARTMENT FOR THEIR ANNUAL OPEN HOUSE TO BE HELD ON THURSDAY, OCTOBER 13, 2016 AT THE FIRE STATION LOCATED ON EAST RIVER ROAD AND LAUREL STREET.

Improvement 16-04 – 2016 Street Patching Project Overage – Paid – Informational

Committee Chair Bevans reported that this payment was taken care of through the approved payments to contractors.

Resolution No. 37:16 Adopted – Ordering Improvement 16-06 (Block 46 Sanitary Sewer) with the intent to Reimburse through Bonding and Awarding the Bid to Anderson Brother's Construction

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN TO ADOPT RESOLUTION NO. 37:16 – ORDERING IMPROVEMENT 16-06 (BLOCK 46 SANITARY SEWER) WITH THE INTENT TO REIMBURSE THROUGH BONDING AND AWARDING THE BID TO ANDERSON BROTHERS CONSTRUCTION.

The Chair recognized City Engineer Hulsether who discussed funding of the bond and reimbursement options.

Finance Director Hillman requested that the resolution be sent to the City's Bond Counsel prior to signatures.

RESOLUTION NO. 37:16

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO ACCEPT THE QUOTE FROM TIM THOMPSON PLUMBING TO REDIRECT THE SANITARY SEWER SERVICES ON BLOCKS 46 AND 48 FOR IMPROVEMENT 16-06.

Resolution No. 38:16 Adopted – Ordering Improvement 15-11 (Sanitary Sewer Interceptor on BIC Property) with the intent to Reimburse through Utility Revenue Bonds and Authorizing the Advertisement of Bids to be Returnable by Monday, September 19, 2016 at 4:30 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN TO ADOPT RESOLUTION NO. 38:16 – ORDERING IMPROVEMENT 15-11 – SANITARY SEWER INTERCEPTOR ON BIC PROPERTY – WITH THE INTENT TO REIMBURSE THROUGH UTILITY REVENUE BONDS AND AUTHORIZING THE ADVERTISEMENT OF BIDS TO BE RETURNABLE BY MONDAY, SEPTEMBER 19, 2016 AT 4:30 P.M.

RESOLUTION NO. 38:16

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

Added Item: Event/Street Closure Application submitted by Rob Hall for the Brainerd Crop Walk to be held on October 9, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION AS SUBMITTED BY ROB HALL FOR THE CROP WALK EVENT TO BE HELD ON OCTOBER 9, 2016 IN NORTHEAST BRAINERD BETWEEN BETHLEHEM CHURCH AND LUM PARK AND ADJACENT TO TH 210.

Added Item: Petition to Vacate a Portion of Lakeview Lane – Public Hearing Scheduled for 7:30 P.M. on Monday, October 3, 2016 in the City Hall Council Chambers – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO ACCEPT A PETITION TO VACATE A PORTION OF LAKEVIEW LANE AND TO HOLD A PUBLIC HEARING AT 7:30 P.M. ON MONDAY, OCTOBER 3, 2016 IN THE CITY HALL COUNCIL CHAMBERS TO HEAR COMMENTS ON THE VACATION.

City Engineer Hulsether clarified that the vacated portion will be assigned to the adjacent lots.

Unfinished Business

CWC HRA Chair Mike Kneeland – Presentation Relating to Process and History of Redevelopment Project No. 1 – Public Hearing Called for – Approved

The Chair recognized Crow Wing County Housing and Redevelopment Authority Chair Mr. Mike Kneeland who appeared before the Council to clarify the history of their Redevelopment Project No. 1. This plan outlines the redevelopment of the Brainerd Oaks, Serene Pines and DalMar Estates properties in Brainerd. The Chair thanked him for his presentation.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO IMMEDIATELY HOLD THE PUBLIC HEARING TO CONSIDER THE REDEVELOPMENT PLAN FOR REDEVELOPMENT PROJECT NO. 1 PROPOSED BY THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE COUNTY OF CROW WING.

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

The Chair opened the Public Hearing at 8:05 P.M. No one came forward.

The Chair closed the Public Hearing at 8:06 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON TO ADOPT RESOLUTION NO. 36:16 – ACCEPTING THE REDEVELOPMENT PLAN FOR REDEVELOPMENT PROJECT NO. 1 PROPOSED BY THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE COUNTY OF CROW WING.

RESOLUTION NO. 36:16

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

Correction to Ordinance No. 1457 – Robert and Andrea Marohn Annexation, 11427 Easy Street – Approved

Per Agenda Request, City Planner Ostgarden reported that Ordinance No. 1457 which was approved at the August 15, 2016 City Council meeting requires amending to specify the property annexed into the City is exempt from property taxes at the time of annexation due to the property owners Disabled American Veteran status.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO CORRECT ORDINANCE NO. 1457, ROBERT AND ANDREA MAROHN ANNEXATION OF 11427 EASY STREET, BRAINERD, BY DELETING SECTION 6 IN ITS ENTIRETY AND REPLACING IT WITH, “SECTION SIX: THE PROPERTY IS EXEMPT FROM PROPERTY TAXES DUE TO THE PROPERTY OWNER’S STATUS AS A DISABLED AMERICAN VETERAN.”

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

Police Department – NJPA Drug Task Force Funding – Authorize Signature of Brainerd Police Chief McQuiston – Approved

The Chair recognized Police Chief McQuiston, who discussed the history of the Lakes Area 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.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO AUTHORIZE BRAINERD POLICE CHIEF MCQUISTON TO SIGN THE NJPA FUNDING AGREEMENT TO ACCEPT DRUG TASK FORCE FUNDING.

Public Forum: No one appeared for Public Forum.

Staff Reports: No staff reports were given.

Council Member Reports

Council Member Hilgart reported that she had attended the Fire Service Advisory Committee meeting at which she felt Finance Director Hillman provided a good explanation of the effects of the 2015 budget shortfall.

Council President Scheeler asked the Council to adjourn to the MN Adult and Teen Challenge ribbon cutting event from 1:30 to 4:00 P.M. on Friday, September 9, 2016 and to "Business After Hours" being held at the Airport from 4:30 to 6:00 P.M. on Tuesday, September 13, 2016. He stated that the Airport event requests RSVP's based on food service.

Mayor Menk read a proclamation setting September 9 – 10 – 11, 2016 as Streetrod and Custom Weekend in the City of Brainerd. He stated that events at Gregory Park and the Fairgrounds will host over 800 participants.

Committee Recommendations – Recommended by Mayor Menk

MOVED AND SECONDED BY ALDERMEN KOEP AND BEVANS, DULY CARRIED, TO APPOINT MR. WAYNE ERICKSON TO THE ECONOMIC DEVELOPMENT AUTHORITY FOR A TERM TO EXPIRE ON SEPTEMBER 7, 2022.

Adjourn:

- To the Ribbon Cutting Ceremony to be held from 1:30 to 4:00 P.M. on Friday, September 9, 2016 at Minnesota Adult and Teen Challenge, 2424 MN-371 Business
- To the Council Budget Workshop to be held from 5:30 to 7:00 P.M. on Monday, September 12, 2016 in the Brainerd City Hall Council Chambers
- To "Business After Hours" to be held from 4:30 to 6:00 P.M. on Tuesday, September 13, 2016 at the Brainerd Lakes Regional Airport, 16384 Airport Road

The Chair adjourned the meeting at 8:36 P.M.

James M. Thoreen
City Administrator

Brainerd, MN
September 12, 2016

Pursuant to due call and notice thereof, the Budget Workshop of the Brainerd City Council was called to order at 5:30 P.M. by Council President Scheeler.

Upon roll call, the following members were noted present: Hilgart, Koep, Pritschet, Bevans, Johnson, Borkenhagen and Scheeler. Mayor Menk was also noted as present. City Staff present included: City Administrator Thoreen, Finance Director Hillman, City Engineer Hulsether, City Planner Ostgarden, Police Chief McQuiston and Park Director Sailer.

2017 Preliminary Levy and Budget – Discussion Held

Information distributed to the Council included a summary of the 2017 Preliminary Budget and Levy for the working funds and summary line item budgets for each department.

Finance Director Hillman presented a comparison of the 2016 amended budget to the proposed staff budget for 2017 noting differences as well as direction provided by the Council President and Personnel and Finance Chair was also included.

The preliminary levy needs to be adopted by September 30th. The final levy needs to be adopted by December 31st. It can be lower than what is adopted in September but not higher.

Council discussion was held. Each council member had an opportunity to discuss their percentage of increase for the preliminary levy and to request further information from staff.

Staff will prepare an action item for the September 19, 2016 meeting should the Council be prepared to adopt the Preliminary 2017 Property Tax Levy.

Adjourn

The Chair adjourned the meeting at 6:56 P.M.

Jim Thoreen
City Administrator

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council

FROM: Police Chief Corky McQuiston *CM*

DATE: 09-13-16

RE: Monthly Report



www.ci.brainerd.mn.us



Sergeant Promotion

As approved by the Council on August 1st, Officer Michael Kulzer was promoted to Sergeant effective August 2nd, with his first scheduled day on August 8th. Mike started with our department in June 2009. He is a member of the multi-agency tactical response team, and is also a Field Training Officer. In anticipation of the promotion after Sergeant Larson announced her retirement, we reserved a spot in the Minnesota Chiefs of Police Association Leadership Academy that was held at Camp Ripley August 23rd to August 26th. Mike attended the academy and received supervisory training on a wide variety of situations that involved instructors who worked on current events like high profile police pursuits, the protests at Mall of America and the City Hall Shooting incident that occurred at the New Hope City Hall. Topics that were also covered included Diversity, Evaluations and Performance Appraisals, Critical Incident Management, Social Media, Ethical Considerations, and Supervisor Interventions. Sergeant Kulzer will be a great asset to the management team at the police department.

National Night Out

On Tuesday, August 2nd, staff from the police department attended the National Night Out events held locally. We were able to staff the events on the North Side at Gregory Park, Downtown at the Veteran's Memorial, and in SE Brainerd at the Marsh Run Town homes. Both Police Department Dogs---Keno with Sergeant Paul Dooley, and McGruff were big hits at the events and our officers really enjoyed the hospitality of those who put on the events and spending time with members of the community. A sincere thank you goes out to those who organized these events to help us enjoy a fun night of community involvement.



New Police Officer

New Police Officer Travis Kostreba started his first day with the department on August 10th. This is Officer Kostreba's first job as a license police officer. Travis is originally from Rice, MN, and is a graduate of Sauk Rapids-Rice High School. Travis has a Bachelor of Arts Degree from the University of Minnesota Duluth, with a Major in Criminology and a Minor in Political Sciences. He also received his Associates Degree in Law Enforcement from the Fond du Lac Tribal & Community College. Travis brings our licensed officer staff to 23. We anticipate the 24th police officer starting in late September to bring us to full staffing levels.

Bike Patrol

The Sergeants and Officers worked together during the month to increase our Bike Patrol presence in the community in August. Like many things with the Police Department, I strongly encourage you to visit our Facebook page. It really demonstrates ways that we are connecting with the community, and the great support and feedback we get by using this form of social media to enhance our relationships. More pictures like the one below and comments from the public can be found on our Facebook page about our bike patrol efforts.



Body Camera Update

August initiated the beginning of a series of meetings with Body Worn Camera(BWC) vendors to help us prepare to test and evaluate at least three different BWC systems to consider for future implementation. Deputy Chief Bestul, Sergeant John Davis, IT Staff Shawn Strong, and I participated in a teleconference/webinar with Taser regarding their Axon platform BWC along with their storage and software managing systems. We hope to have a temporary policy in place made up from a combination of the LMC Model Policy and policies from other agencies with BWC programs already in place. We will be utilizing a public feedback component while we test and evaluate the BWCs to help us gauge where our community's thoughts are on the use of Police BWCs and factor that into our final decision about use, policy, and protocols. It will be interesting for us to get some good hands-on use of cameras and related software systems, so we can measure if this will be

a feasible project for our department to undertake. Adding another piece of computerized equipment to what we already have, has already raised concern regarding whether or not we can support something like this when it comes to use, maintenance, training, and technical support. Not to mention the issue of data requests. The legislature did address most of the data request issues, however there is still concerns about interpretation of some of the language of the new laws. Nonetheless, trying to go forward with a BWC program definitely has value from a perspective of capturing evidence, helping to raise professional standards, and the potential to help defend/exonerate officers from threatened litigation. During the public input process while we are testing and evaluating the products, we will most likely utilize a Survey Monkey type tool and encourage all to participate in the process so we can get the broadest scope of public and community partners feedback to help give us direction.



On Saturday, August 13th, Sergeant Tim Melin provided assistance to the Freedom Flight POW/MIA Event that commemorated the 194th Regiment's honoring of the veterans of the Bataan Death March. Sergeant Melin provided an escort for the balloon as it made its way into town and security during the set up.



Conduct on Premises Activity Report for August

ICR	Date Reported	Title	Address	Summary Contains
16010479	08/02/16	Conduct on Premises	712 SE 13 th Street	Conduct on Premises Notice sent
16010974	08/12/16	Conduct on Premises	217 South 7 th Street	Disorderly use of licensed property after submitting a Written Management Plan.
16011233	08/17/16	Conduct on Premises	513 SE 12 th Street	Conduct on Premises Notice sent
16011268	08/17/16	Conduct on Premises	815 W Laurel Street	Conduct on Premises Notice sent
16011589	08/24/16	Conduct on Premises	516 W College Drive	Conduct on Premises Notice sent
16011848	08/29/16	Conduct on Premises	1420 South 8 th Street	Conduct on Premises Notice sent
16011903	08/30/16	Conduct on Premises	424 W College Drive	Conduct on Premises Notice sent
16011905	08/30/16	Conduct on Premises	2402 Greenwood Street	Conduct on Premises Notice sent

Monthly Police Activity

August	2016	2015
Calls	1588	1590
Citations (Inc. Parking)	216	212
Part I and Part II Crimes Reported	317 **	308

**** Note:** This does not include files that have not yet been coded.

61 parking tickets were issued in the month of August with the following dispositions:

1	Dismissed
1	Business Validations
32	Paid in Full
1	Partial Payments Received
26	No Payment Received

Revenue Recapture Receipts:

To Date: \$ 27,570.46

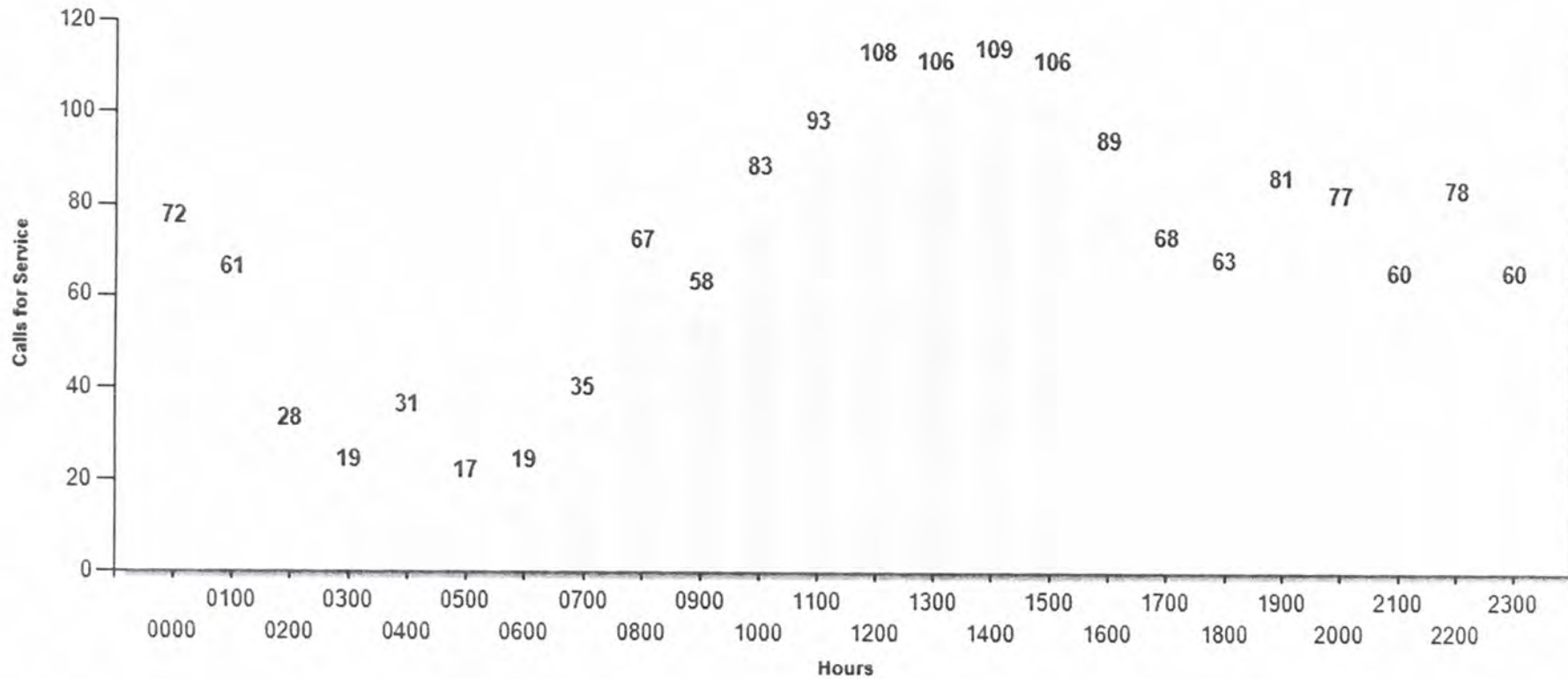
In 2016: \$ 4,428.65



Calls for Service Hourly

8/1/2016 to 8/31/2016

Total Calls: 1639



CITY ADMINISTRATOR MEMORANDUM



www.ci.brainerd.mn.us

DATE: September 14, 2016
TO: City Council and Mayor Menk
FROM: Jim Thoreen
RE: Activity Report

CHAMBER “AFTER HOURS” MEETING AT AIRPORT

Attendance was good at the gathering last Wednesday as the Chamber highlighted for its membership the marvelous facility we enjoy at BRD. Airport Director Steve Wright organized an event which provided Chamber members with the opportunity to examine first-hand various aircraft on the tarmac with excellent commentary from the various operators regarding both the operations of their aircraft and their business. Helicopters from the DNR, Brainerd Helicopter Services, North Memorial, and Life Link III gave everyone a chance to learn more about our airport's significance to firefighting and emergency transport for medical care.

Fixed-wing aircraft from North Point Aviation and the Civil Air Patrol provided opportunity for an up-close look at the broad range of services provided at BRD. My observation of these displays underscores the importance of this facility to our region. Much as we appreciate the Delta commercial airline connection to the rest of the world, our local business people on the airport play a significant role in economic development for the community. There are unlimited opportunities for expansion of businesses which will be assisted by the sewer and water project on the airport grounds.

I commend Steve for putting together a wonderful presentation. The involvement of the young members of the Civil Air Patrol as “servers” for the delicious food prepared by Wings Café...the vendors who provided insights into their businesses...the informality of the gathering all combined to “show off” a facility many communities would love to have in their backyard.

In future Council work sessions it will be appropriate to discuss the pro's and con's of annexation of the airport. Acknowledging the likelihood that Oak Lawn Township will oppose such an action, a work session for discussion of the topic with township officials will at least set forth the rationale for annexation vs. objections from Oak Lawn or other entities.

CAMPAIGN SIGNS

We have sent notices to candidates for office that they are under obligation to meet the City's Ordinance regarding placement of signs. Our courtesy letter makes it clear that city staff will enforce right-of-way regulations and that signs not meeting the ordinance will be removed. We will hold the signs in the City Hall garage so that candidates can retrieve them.

LMC ACTIVITIES

On Monday, September 19 I will attend the final session of the LMC Improving Delivery Policy Committee at the League's meeting room. The agenda calls for the Committee to finalize its concurrence with, or to changes to, legislative priorities for the League's Board of Directors to consider in October. There will be a comment period open to all League members during October, with the Board scheduled to adopt the final version of the policies on November 10th.

I am coordinating attendance with Baxter City Council Member Todd Holman, who sits on the committee. I also coordinate with City of Royalton Mayor Andrea Lauer, Chair of this policy committee. So, Baxter and Brainerd representatives ride together, pick up Mayor Lauer and head to the meeting. Great time for conversation about many topics!

This reminder: the LMC Regional Meeting is scheduled for October 13th in Paynesville starting at noon with lunch and concluding by 6:00 p.m. The agenda is available on the LMC web site. Council Member Koep and I are registered, but there is room for more.

CITY OF BRAINERD PERSONNEL AND FINANCE COMMITTEE AGENDA

September 19, 2016
City Hall Conference Room
6:45 P.M.

1. Approval of Bills, Transfer of Funds & Payments to Contractors

General Fund to Public Safety Fund	\$365,000.00
General Fund to Park Fund	\$45,000.00
General Fund to Street & Sewer	\$50,000.00
General Fund to Airport Fund	\$12,960.00
	\$472,960.00

Parking Lot Fund to Street & Sewer Fund	\$4,308.89
Parking Lot Fund to Construction Fund	\$1,633.14
Fire Capital to General Capital	\$100,000.00
	\$105,942.03

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained On Project</u>
CWC Hwy Dept	14-09	Novotny Rd to CSAH 19 – Final	\$33,960	0
Tom's Backhoe	14-15	Airport Util Ext thru 8/31	\$557,748.41	\$29,355.18

2. Computer Security/End Point Protection

3. Brainerd Oaks TIF Decertification

4. Insurance Options Follow Up

5. Police Department – Purchase In-Squad Video with DWI Forfeiture Funds

VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD	I-HSE201609080490	101-21706	EE FAMILY HSA PREMIUM	073253	749.12
01-0086	CITY OF BRAINERD	I-HST201609080490	101-21706	EE HLTH INS HDHP SINGLE	073253	22.07
01-0089	CITY OF BRAINERD	I-DB1201609080490	101-21705	DENTAL PR DEDUCTION	073255	87.33
01-0089	CITY OF BRAINERD	I-DB2201609080490	101-21705	DENTAL PR DEDUCTIONS	073255	143.12
01-0089	CITY OF BRAINERD	I-DBE201609080490	101-21705	DENTAL PR DEDUCTIONS	073255	10.37
01-0090	CITY OF BRAINERD	I-MED201609080490	101-21715	MEDC REIMB PR DEDUCTIONS	073257	79.79
01-0141	PUBLIC EMPLOYEES RET AS	I-DCP201609080490	101-21704	DCP PR DEDUCTION	000036	232.50
01-0141	PUBLIC EMPLOYEES RET AS	I-DCP201609080490	101-41110-1121	DCP PR DEDUCTION	000036	232.50
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	101-21704	PERA CORD PR DED	000036	1,884.63
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	101-41400-1121	PERA CORD PR DED	000036	815.79
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	101-41700-1121	PERA CORD PR DED	000036	122.10
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	101-41800-1121	PERA CORD PR DED	000036	345.73
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	101-41910-1121	PERA CORD PR DED	000036	223.05
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	101-42400-1121	PERA CORD PR DED	000036	667.92
01-0150	NATIONAL JOINT POWERS A	I-SEPT 16	101-41110-1131	09/16 HEALTH INS	073265	3,161.04
01-0150	NATIONAL JOINT POWERS A	I-SEPT 16	101-21712	09/16 HEALTH INS	073265	418.38
01-0347	INTERNAL REVENUE SERVIC	I-T1 201609080490	101-21701	FEDERAL WITHHOLDING TAX	000033	2,995.30
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	101-21703	FICA TAX	000033	1,961.59
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	101-41400-1122	FICA TAX	000033	833.03
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	101-41700-1122	FICA TAX	000033	97.64
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	101-41800-1122	FICA TAX	000033	298.45
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	101-41910-1122	FICA TAX	000033	178.16
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	101-42400-1122	FICA TAX	000033	554.31
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	101-21714	MEDICARE TAX	000033	538.24
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	101-41110-1123	MEDICARE TAX	000033	79.49
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	101-41400-1123	MEDICARE TAX	000033	194.82
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	101-41700-1123	MEDICARE TAX	000033	22.83
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	101-41800-1123	MEDICARE TAX	000033	69.80
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	101-41910-1123	MEDICARE TAX	000033	41.67
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	101-42400-1123	MEDICARE TAX	000033	129.64
01-0348	MN STATE TAX	I-T2 201609080490	101-21702	MN STATE TAX WITHHOLDING	000035	1,338.57
01-1101	PRE-PAID LEGAL SERVICES	I-LEG201609080490	101-21710	PRE-PAID LEGAL PR DEDUCTIONS	073266	14.17
01-1330	AFLAC	I-482772	101-21713	PR 8/25 & 9/08	073249	92.18
01-1457	IBEW LOCAL #31 ADM	I-UN5201609080490	101-21707	UNION DUES - ADM SUPPORT	073261	466.06

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DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 2

VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-2886	MID MINNESOTA FEDERAL C	I-HSA201609080490	101-21715	EE HSA CONTRIBUTION	000034	906.21
01-2966	ING	I-DC 201609080490	101-21709	DEF COMP DEDUCTION	000032	2,564.91
01-2966	ING	I-HC%201609080490	101-21706	PEHCSP DEDUCTIONS	000032	184.58
01-2966	ING	I-RC 201609080490	101-21709	ROTH CONTRIBUTION	000032	100.00
			FUND	101 GENERAL FUND	TOTAL:	22,857.09

VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 203 TRANSIT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD	I-H6E201609080490	203-21706	EE HLTH INS SINGLE	073253	26.53
01-0086	CITY OF BRAINERD	I-HSE201609080490	203-21706	EE FAMILY HSA PREMIUM	073253	24.52
01-0089	CITY OF BRAINERD	I-DB2201609080490	203-21705	DENTAL PR DEDUCTIONS	073255	8.04
01-0089	CITY OF BRAINERD	I-DBE201609080490	203-21705	DENTAL PR DEDUCTIONS	073255	17.29
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490		203-21704	PERA CORD PR DED	000036	157.43
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490		203-49000-1121	PERA CORD PR DED	000036	181.65
01-0347	INTERNAL REVENUE SERVIC I-T1 201609080490		203-21701	FEDERAL WITHHOLDING TAX	000033	190.72
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490		203-21703	FICA TAX	000033	143.33
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490		203-49000-1122	FICA TAX	000033	143.33
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490		203-21714	MEDICARE TAX	000033	33.52
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490		203-49000-1123	MEDICARE TAX	000033	33.52
01-0348	MN STATE TAX	I-T2 201609080490	203-21702	MN STATE TAX WITHHOLDING	000035	84.27
01-1101	PRE-PAID LEGAL SERVICES I-LEG201609080490		203-21710	PRE-PAID LEGAL PR DEDUCTIONS	073266	1.48
01-1330	AFLAC	I-482772	203-21713	PR 8/25 & 9/08	073249	8.26
01-1457	IBEW LOCAL #31 ADM	I-UN5201609080490	203-21707	UNION DUES - ADM SUPPORT	073261	10.81
01-2886	MID MINNESOTA FEDERAL C I-HSA201609080490		203-21715	EE HSA CONTRIBUTION	000034	11.09
01-2966	ING	I-DC 201609080490	203-21709	DEF COMP DEDUCTION	000032	1.25
01-2966	ING	I-HC%201609080490	203-21706	PEHCSP DEDUCTIONS	000032	21.40
			FUND 203 TRANSIT FUND	TOTAL:		1,098.44

VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD	I-H6 201609080490	225-21706	EE HTLH INS FAMILY \$1,000	073253	172.89
01-0086	CITY OF BRAINERD	I-HSE201609080490	225-21706	EE FAMILY HSA PREMIUM	073253	2,031.77
01-0086	CITY OF BRAINERD	I-HST201609080490	225-21706	EE HLTH INS HDHP SINGLE	073253	167.16
01-0089	CITY OF BRAINERD	I-DB1201609080490	225-21705	DENTAL PR DEDUCTION	073255	93.57
01-0089	CITY OF BRAINERD	I-DB2201609080490	225-21705	DENTAL PR DEDUCTIONS	073255	307.44
01-0089	CITY OF BRAINERD	I-DBE201609080490	225-21705	DENTAL PR DEDUCTIONS	073255	51.87
01-0090	CITY OF BRAINERD	I-KID201609080490	225-21715	CHILD CARE CAFE PR DEDUCTION	073257	458.45
01-0090	CITY OF BRAINERD	I-MED201609080490	225-21715	MEDC REIMB PR DEDUCTIONS	073257	321.15
01-0115	GEN'L DRIVERS UNION #34	I-UN3201609080490	225-21707	UNION DUES	073258	444.00
01-0141	PUBLIC EMPLOYEES RET AS	I-PF 201609080490	225-21704	POLICE & FIRE PERA PR DED	000036	7,381.25
01-0141	PUBLIC EMPLOYEES RET AS	I-PF 201609080490	225-42120-1121	POLICE & FIRE PERA PR DED	000036	10,165.83
01-0141	PUBLIC EMPLOYEES RET AS	I-PF 201609080490	225-42220-1121	POLICE & FIRE PERA PR DED	000036	906.05
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	225-21704	PERA CORD PR DED	000036	924.37
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	225-42120-1121	PERA CORD PR DED	000036	902.82
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	225-42121-1121	PERA CORD PR DED	000036	16.99
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	225-42220-1121	PERA CORD PR DED	000036	146.75
01-0146	L.E.L.S. INC	I-UN2201609080490	225-21707	UNION DUES	073264	833.00
01-0150	NATIONAL JOINT POWERS A	I-SEPT 16	225-13200	09/16 HEALTH INS	073265	2,157.91
01-0150	NATIONAL JOINT POWERS A	I-SEPT 16	225-22800	09/16 HEALTH INS	073265	2,878.61
01-0347	INTERNAL REVENUE SERVIC	I-T1 201609080490	225-21701	FEDERAL WITHHOLDING TAX	000033	8,114.30
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	225-21703	FICA TAX	000033	910.53
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	225-42120-1122	FICA TAX	000033	741.04
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	225-42121-1122	FICA TAX	000033	55.95
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	225-42220-1122	FICA TAX	000033	113.54
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	225-21714	MEDICARE TAX	000033	1,153.08
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	225-42120-1123	MEDICARE TAX	000033	1,036.76
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	225-42121-1123	MEDICARE TAX	000033	13.08
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	225-42220-1123	MEDICARE TAX	000033	103.24
01-0348	MN STATE TAX	I-T2 201609080490	225-21702	MN STATE TAX WITHHOLDING	000035	3,359.32
01-1101	PRE-PAID LEGAL SERVICES	I-LEG201609080490	225-21710	PRE-PAID LEGAL PR DEDUCTIONS	073266	12.88
01-1330	AFLAC	I-482772	225-21713	PR 8/25 & 9/08	073249	191.40

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DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-1457	IBEW LOCAL #31 ADM	I-UN5201609080490	225-21707	UNION DUES - ADM SUPPORT	073261	421.00
01-2886	MID MINNESOTA FEDERAL C	I-HSA201609080490	225-21715	EE HSA CONTRIBUTION	000034	1,070.43
01-2966	ING	I-DC 201609080490	225-21709	DEF COMP DEDUCTION	000032	1,560.00
01-2966	ING	I-HC*201609080490	225-21706	PEHCSP DEDUCTIONS	000032	154.74
FUND 225 PUBLIC SAFETY FUND				TOTAL:		49,373.17

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DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 230 PARK & RECREATION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD	I-HST201609080490	230-21706	EE HLTH INS HDHP SINGLE	073253	71.64
01-0089	CITY OF BRAINERD	I-DBE201609080490	230-21705	DENTAL PR DEDUCTIONS	073255	51.87
01-0090	CITY OF BRAINERD	I-MED201609080490	230-21715	MEDC REIMB PR DEDUCTIONS	073257	26.92
01-0131	I.U.O.E. LOCAL #49	I-UN1201609080490	230-21707	UNION DUES	073262	204.00
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490		230-21704	PERA CORD PR DED	000036	1,174.94
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490		230-45200-1121	PERA CORD PR DED	000036	1,355.69
01-0347	INTERNAL REVENUE SERVIC I-T1 201609080490		230-21701	FEDERAL WITHHOLDING TAX	000033	2,114.51
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490		230-21703	FICA TAX	000033	1,248.68
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490		230-45200-1122	FICA TAX	000033	1,150.87
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490		230-45204-1122	FICA TAX	000033	22.67
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490		230-45215-1122	FICA TAX	000033	75.14
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490		230-21714	MEDICARE TAX	000033	292.03
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490		230-45200-1123	MEDICARE TAX	000033	269.16
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490		230-45204-1123	MEDICARE TAX	000033	5.30
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490		230-45215-1123	MEDICARE TAX	000033	17.57
01-0348	MN STATE TAX	I-T2 201609080490	230-21702	MN STATE TAX WITHHOLDING	000035	860.69
01-1101	PRE-PAID LEGAL SERVICES I-LEG201609080490		230-21710	PRE-PAID LEGAL PR DEDUCTIONS	073266	4.13
01-1330	AFLAC	I-482772	230-21713	PR 8/25 & 9/08	073249	29.72
01-1457	IBEW LOCAL #31 ADM	I-UN5201609080490	230-21707	UNION DUES - ADM SUPPORT	073261	70.50
01-1458	CENTRAL PENSION FUND PA I-AUG 2016		230-45200-1101	PARKS 08/16 PENSION	073251	960.00
01-2966	ING	I-DC 201609080490	230-21709	DEF COMP DEDUCTION	000032	65.00
01-2966	ING	I-HC%201609080490	230-21706	PEHCSP DEDUCTIONS	000032	48.79
			FUND 230	PARK & RECREATION FUND TOTAL:		10,119.82

VENDOR SET: 01 CITY OF BRAINERD
PACKET: 03797 PAYROLL 9/08/2016 - 0
FUND : 235 STREET & SEWER FUND

ITEMS PRINTED: PAID, UNPAID

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD	I-HST201609080490	235-21706	EE HLTH INS HDHP SINGLE	073253	7.17
01-0089	CITY OF BRAINERD	I-DB2201609080490	235-21705	DENTAL PR DEDUCTIONS	073255	0.31
01-0089	CITY OF BRAINERD	I-DBE201609080490	235-21705	DENTAL PR DEDUCTIONS	073255	3.46
01-0090	CITY OF BRAINERD	I-MED201609080490	235-21715	MEDC REIMB PR DEDUCTIONS	073257	78.75
01-0131	I.U.O.E. LOCAL #49	I-UN1201609080490	235-21707	UNION DUES	073262	125.53
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	235-21704	PERA CORD PR DED	000036	626.43
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	235-43100-1121	PERA CORD PR DED	000036	518.99
01-0141	PUBLIC EMPLOYEES RET AS	I-PR 201609080490	235-43170-1121	PERA CORD PR DED	000036	203.82
01-0347	INTERNAL REVENUE SERVIC	I-T1 201609080490	235-21701	FEDERAL WITHHOLDING TAX	000033	979.93
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	235-21703	FICA TAX	000033	610.11
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	235-43100-1122	FICA TAX	000033	423.71
01-0347	INTERNAL REVENUE SERVIC	I-T3 201609080490	235-43170-1122	FICA TAX	000033	186.41
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	235-21714	MEDICARE TAX	000033	142.68
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	235-43100-1123	MEDICARE TAX	000033	99.08
01-0347	INTERNAL REVENUE SERVIC	I-T4 201609080490	235-43170-1123	MEDICARE TAX	000033	43.60
01-0348	MN STATE TAX	I-T2 201609080490	235-21702	MN STATE TAX WITHHOLDING	000035	421.45
01-1101	PRE-PAID LEGAL SERVICES	I-LEG201609080490	235-21710	PRE-PAID LEGAL PR DEDUCTIONS	073266	10.53
01-1330	AFLAC	I-482772	235-21713	PR 8/25 & 9/08	073249	146.93
01-1457	IBEW LOCAL #31 ADM	I-UN5201609080490	235-21707	UNION DUES - ADM SUPPORT	073261	14.67
01-1459	CENTRAL PENSION FUND ST	I-AUG 2016	235-43100-1101	S&S 08/16 PENSION	073252	1,200.00
01-2886	MID MINNESOTA FEDERAL C	I-HSA201609080490	235-21715	EE HSA CONTRIBUTION	000034	46.63
01-2966	ING	I-DC 201609080490	235-21709	DEF COMP DEDUCTION	000032	788.16
01-2966	ING	I-HC201609080490	235-21706	PEHCSP DEDUCTIONS	000032	10.79
			FUND	235 STREET & SEWER FUND	TOTAL:	6,689.14

VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 237 SANITARY SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD	I-HST201609080490	237-21706	EE HLTH INS HDHP SINGLE	073253	4.78
01-0089	CITY OF BRAINERD	I-DBE201609080490	237-21705	DENTAL PR DEDUCTIONS	073255	1.73
01-0090	CITY OF BRAINERD	I-MED201609080490	237-21715	MEDC REIMB PR DEDUCTIONS	073257	75.94
01-0131	I.U.O.E. LOCAL #49	I-UN1201609080490	237-21707	UNION DUES	073262	104.84
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	237-21704		PERA CORD PR DED	000036	476.68
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	237-43190-1121		PERA CORD PR DED	000036	550.02
01-0347	INTERNAL REVENUE SERVIC I-T1 201609080490	237-21701		FEDERAL WITHHOLDING TAX	000033	725.40
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	237-21703		FICA TAX	000033	425.02
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	237-43190-1122		FICA TAX	000033	425.01
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	237-21714		MEDICARE TAX	000033	99.41
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	237-43190-1123		MEDICARE TAX	000033	99.41
01-0348	MN STATE TAX	I-T2 201609080490	237-21702	MN STATE TAX WITHHOLDING	000035	303.47
01-1101	PRE-PAID LEGAL SERVICES I-LEG201609080490	237-21710		PRE-PAID LEGAL PR DEDUCTIONS	073266	12.09
01-1330	AFLAC	I-482772	237-21713	PR 8/25 & 9/08	073249	10.99
01-1457	IBEW LOCAL #31 ADM	I-UN5201609080490	237-21707	UNION DUES - ADM SUPPORT	073261	7.10
01-1459	CENTRAL PENSION FUND ST I-AUG 2016	237-43190-1101		S&S 08/16 PENSION	073252	480.00
01-2886	MID MINNESOTA FEDERAL C I-HSA201609080490	237-21715		EE HSA CONTRIBUTION	000034	25.04
01-2966	ING	I-DC 201609080490	237-21709	DEF COMP DEDUCTION	000032	324.13
01-2966	ING	I-HC%201609080490	237-21706	PEHCSP DEDUCTIONS	000032	6.76
			FUND 237 SANITARY SEWER FUND	TOTAL:		4,157.82

VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 238 STORM SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD	I-HST201609080490	238-21706	EE HLTH INS HDHP SINGLE	073253	2.39
01-0090	CITY OF BRAINERD	I-MED201609080490	238-21715	MEDC REIMB PR DEDUCTIONS	073257	6.85
01-0131	I.U.O.E. LOCAL #49	I-UN1201609080490	238-21707	UNION DUES	073262	7.63
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	238-21704		PERA CORD PR DED	000036	74.52
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	238-43160-1121		PERA CORD PR DED	000036	86.01
01-0347	INTERNAL REVENUE SERVIC I-T1 201609080490	238-21701		FEDERAL WITHHOLDING TAX	000033	127.96
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	238-21703		FICA TAX	000033	67.33
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	238-43160-1122		FICA TAX	000033	67.32
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	238-21714		MEDICARE TAX	000033	15.75
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	238-43160-1123		MEDICARE TAX	000033	15.73
01-0348	MN STATE TAX	I-T2 201609080490	238-21702	MN STATE TAX WITHHOLDING	000035	52.79
01-1101	PRE-PAID LEGAL SERVICES I-LEG201609080490	238-21710		PRE-PAID LEGAL PR DEDUCTIONS	073266	1.78
01-1330	AFLAC	I-482772	238-21713	PR 8/25 & 9/08	073249	1.84
01-2886	MID MINNESOTA FEDERAL C I-HSA201609080490	238-21715		EE HSA CONTRIBUTION	000034	25.04
01-2966	ING	I-DC 201609080490	238-21709	DEF COMP DEDUCTION	000032	167.95
01-2966	ING	I-HC201609080490	238-21706	PEHCSP DEDUCTIONS	000032	6.76
			FUND 238 STORM SEWER FUND	TOTAL:		727.65

VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 260 AIRPORT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD	I-HSE201609080490	260-21706	EE FAMILY HSA PREMIUM	073253	156.29
01-0086	CITY OF BRAINERD	I-HV 201609080490	260-21706	HLTH INS PR DEDUCTION	073253	234.44
01-0089	CITY OF BRAINERD	I-DB2201609080490	260-21705	DENTAL PR DEDUCTIONS	073255	51.24
01-0090	CITY OF BRAINERD	I-MED201609080490	260-21715	MEDC REIMB PR DEDUCTIONS	073257	180.76
01-0131	I.U.O.E. LOCAL #49	I-UN1201609080490	260-21707	UNION DUES	073262	136.00
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490		260-21704	PERA CORD PR DED	000036	804.80
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490		260-49020-1121	PERA CORD PR DED	000036	928.59
01-0347	INTERNAL REVENUE SERVIC I-T1 201609080490		260-21701	FEDERAL WITHHOLDING TAX	000033	862.37
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490		260-21703	FICA TAX	000033	712.16
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490		260-49020-1122	FICA TAX	000033	712.16
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490		260-21714	MEDICARE TAX	000033	166.55
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490		260-49020-1123	MEDICARE TAX	000033	166.55
01-0348	MN STATE TAX	I-T2 201609080490	260-21702	MN STATE TAX WITHHOLDING	000035	383.32
01-2173	CENTRAL PENSION FUND	I-AUG 2016	260-49020-1101	AIRPORT 08/16 PENSION	073250	614.40
01-2966	ING	I-DC 201609080490	260-21709	DEF COMP DEDUCTION	000032	110.00
			FUND 260 AIRPORT FUND	TOTAL:		6,219.63

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VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

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FUND : 279 HEALTH INSURANCE FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0150	NATIONAL JOINT POWERS A	I-SEPT 16	279-14100	HRA 09/16 HEALTH INS	073265	18,842.90
01-0150	NATIONAL JOINT POWERS A	I-SEPT 16	279-49500-1131	09/16 HEALTH INS	073265	50,974.50
01-1101	PRE-PAID LEGAL SERVICES I-LEG201609080490		279-14100	BPU 09/08 PRE-PAID LEGAL	073266	140.78
01-1140	I.U.O.E. LOCAL 49	I-OCT 16	279-49500-1131	AIRPORT 10/16 HEALTH INS	073260	4,440.00
01-2315	IUOE LOCAL 49 FRINGE BE	I-OCT 16	279-49500-1131	S&S 10/16 HEALTH INS	073263	7,770.00
01-2878	I.U.O.E LOCAL 49 FRINGE	I-OCT 16	279-49500-1131	PARKS 10/16 HEALTH INS	073259	6,660.00
FUND 279 HEALTH INSURANCE FUND TOTAL:						88,828.18

VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 295 EDA FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD	I-HSE201609080490	295-21706	EE FAMILY HSA PREMIUM	073253	7.81
01-0089	CITY OF BRAINERD	I-DB1201609080490	295-21705	DENTAL PR DEDUCTION	073255	6.24
01-0089	CITY OF BRAINERD	I-DB2201609080490	295-21705	DENTAL PR DEDUCTIONS	073255	2.56
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490		295-21704	PERA CORD PR DED	000036	6.18
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490		295-46510-1121	PERA CORD PR DED	000036	7.13
01-0347	INTERNAL REVENUE SERVIC I-T1 201609080490		295-21701	FEDERAL WITHHOLDING TAX	000033	230.11
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490		295-21703	FICA TAX	000033	60.58
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490		295-46510-1122	FICA TAX	000033	60.58
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490		295-21714	MEDICARE TAX	000033	14.17
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490		295-46510-1123	MEDICARE TAX	000033	14.16
01-0348	MN STATE TAX	I-T2 201609080490	295-21702	MN STATE TAX WITHHOLDING	000035	93.82
01-1330	AFLAC	I-482772	295-21713	PR 8/25 & 9/08	073249	2.04
01-1457	IBEW LOCAL #31 ADM	I-UN5201609080490	295-21707	UNION DUES - ADM SUPPORT	073261	3.48
01-2886	MID MINNESOTA FEDERAL C I-HSA201609080490		295-21715	EE HSA CONTRIBUTION	000034	8.87
01-2966	ING	I-DC 201609080490	295-21709	DEF COMP DEDUCTION	000032	1.00
01-2966	ING	I-HC*201609080490	295-21706	PEHCSP DEDUCTIONS	000032	9.18
			FUND 295 EDA FUND	TOTAL:		527.91

VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 401 CONSTRUCTION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD	I-H6 201609080490	401-21706	EE HTLH INS FAMILY \$1,000	073253	172.89
01-0086	CITY OF BRAINERD	I-HST201609080490	401-21706	EE HLTH INS HDHP SINGLE	073253	11.35
01-0089	CITY OF BRAINERD	I-DB2201609080490	401-21705	DENTAL PR DEDUCTIONS	073255	50.93
01-0089	CITY OF BRAINERD	I-DBE201609080490	401-21705	DENTAL PR DEDUCTIONS	073255	1.73
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-21704	PERA CORD PR DED	000036	419.74	
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-41214-1121	PERA CORD PR DED	000036	7.43	
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-41401-1121	PERA CORD PR DED	000036	53.95	
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-41403-1121	PERA CORD PR DED	000036	36.29	
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-41408-1121	PERA CORD PR DED	000036	16.03	
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-41409-1121	PERA CORD PR DED	000036	10.91	
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-41415-1121	PERA CORD PR DED	000036	32.08	
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-41511-1121	PERA CORD PR DED	000036	37.17	
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-41603-1121	PERA CORD PR DED	000036	14.41	
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-41609-1121	PERA CORD PR DED	000036	264.04	
01-0141	PUBLIC EMPLOYEES RET AS I-PR 201609080490	401-49030-1121	PERA CORD PR DED	000036	11.94	
01-0347	INTERNAL REVENUE SERVIC I-T1 201609080490	401-21701	FEDERAL WITHHOLDING TAX	000033	655.82	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-21703	FICA TAX	000033	391.91	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-41214-1122	FICA TAX	000033	5.61	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-41401-1122	FICA TAX	000033	41.65	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-41403-1122	FICA TAX	000033	30.02	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-41408-1122	FICA TAX	000033	12.71	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-41409-1122	FICA TAX	000033	8.61	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-41415-1122	FICA TAX	000033	25.43	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-41511-1122	FICA TAX	000033	28.05	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-41603-1122	FICA TAX	000033	11.89	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-41609-1122	FICA TAX	000033	217.76	
01-0347	INTERNAL REVENUE SERVIC I-T3 201609080490	401-49030-1122	FICA TAX	000033	10.19	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-21714	MEDICARE TAX	000033	91.65	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-41214-1123	MEDICARE TAX	000033	1.31	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-41401-1123	MEDICARE TAX	000033	9.74	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-41403-1123	MEDICARE TAX	000033	7.02	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-41408-1123	MEDICARE TAX	000033	2.97	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-41409-1123	MEDICARE TAX	000033	2.01	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-41415-1123	MEDICARE TAX	000033	5.95	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-41511-1123	MEDICARE TAX	000033	6.56	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-41603-1123	MEDICARE TAX	000033	2.78	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-41609-1123	MEDICARE TAX	000033	50.91	
01-0347	INTERNAL REVENUE SERVIC I-T4 201609080490	401-49030-1123	MEDICARE TAX	000033	2.42	
01-0348	MN STATE TAX I-T2 201609080490	401-21702	MN STATE TAX WITHHOLDING	000035	279.56	
01-1457	IBEW LOCAL #31 ADM I-UN5201609080490	401-21707	UNION DUES - ADM SUPPORT	073261	157.13	

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VENDOR SET: 01 CITY OF BRAINERD

ITEMS PRINTED: PAID, UNPAID

PACKET: 03797 PAYROLL 9/08/2016 - 0

FUND : 401 CONSTRUCTION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-2886	MID MINNESOTA FEDERAL C	I-HSA201609080490	401-21715	EE HSA CONTRIBUTION	000034	56.56
01-2966	ING	I-DC 201609080490	401-21709	DEF COMP DEDUCTION	000032	342.60
01-2966	ING	I-HC%201609080490	401-21706	PEHCSP DEDUCTIONS	000032	18.39
			FUND 401	CONSTRUCTION FUND	TOTAL:	3,618.10
					REPORT GRA TOTAL:	194,216.95

THE ABOVE LISTED PAYROLL 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 19, 2016

Title of Item: Network 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): same	Estimated Time Needed: 5 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 a suite of additional network protections to the firewall and each endpoint (mostly computer and servers).	
Alternatives, Options, Effects on Others/Comments: Option 1: purchase necessary licensing/software/hardware to add Cisco endpoint protections the city network Option 2: consider lower cost, lower function alternatives Option 3: make no changes Licensing/software/hardware quoted at \$6,123.78. Vendor estimated labor is 40 hours at \$185/hr during business hours or \$277.50/hr after business hours, likely to be a mix of each (\$7,400-\$11,100). Recurring annual costs: \$5,389.28	
Recommended Action/Motion: Option1, staff recommends that the city implements this additional layer of security in the near future. Cisco is the suggested product as they are an industry leader in security and we have standardize on their product line throughout the city network.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ below _____ Is this budgeted? ☐ Yes ☒ No Up to \$17,223.78 to implement (2016), \$5,389.28 annually thereafter <u>Please Explain:</u>	



Brainerd City Council Agenda Request

P&F
3
Agenda Item #

Requested Meeting Date: September 19, 2016

Title of Item: Decertification of Brainerd Oaks TIF District

☐ 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: 3 minutes
Summary of Issue: At the September 13, 2016 meeting, the CWC HRA approved the resolutions for the Redevelopment Plan and the Master Purchase and Redevelopment Agreement for the Brainerd Oaks, DalMar Estate and Serene Pines developments. Brainerd Oaks has a Housing TIF District (4-14) associated with it. The Housing TIF requirement is that 95% of the homes in an owner-occupied district be sold to qualified buyers. Since this requirement is not part of the plan with Paxmar, the district should be decertified as of December 31, 2016.	
Alternatives, Options, Effects on Others/Comments: The increment collected over the years has been accumulating in TIF District fund. The current balance of the fund is \$10,640 and we will receive another increment payment in December. The balance of the fund will be remitted to the County for distribution amount the taxing jurisdictions.	
Recommended Action/Motion: Adopt a resolution decertifying the Brainerd Oaks TIF district effective December 31, 2016 (the resolution should be drafted for presentation the night of the meeting).	
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 4
Agenda Item #

Requested Meeting Date: September 19, 2016

Title of Item: Insurance Options Follow Up

☐ 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: 10 minutes
Summary of Issue: At the September 6, 2016 P&F meeting Mr. Craig Miller from WE Insurance was at the meeting to present the 2016-2017 general liability and auto insurance renewal information. Mr. Miller offered four additional items for the council to consider. They were: (1) Insuring City Hall at Reproduction cost. Our current coverage limit is \$3,524,146. An appraisal has been ordered. It is estimated to be \$855 a year additional cost if current coverage limit is increased to \$5,000,000 after the appraisal. (2) Increase the Bond Limit from \$500,000 to \$1,000,000. The estimated cost is an additional \$802 a year. The bond coverage is for theft of resources (cash or equipment) by employees.	
Alternatives, Options, Effects on Others/Comments: (3) Increase the Data Breach coverage limit from \$250,000 to \$500,000. The estimated cost is \$1,000 (\$250,000 is automatic). This coverage is if an unauthorized individual (internally or externally) gets access to private data (examples: someone hacks into our system and gets social security numbers, or laptop or thumb drive that isn't encrypted properly is lost or stolen and the data is used inappropriately, to pay a ransom). (4) Excess Liability. We elect to not waive the state tort limit, limiting our exposure to \$500,000 for such claims. However, there is no limit for federal tort issues. For an estimated annual cost of \$36,814, the coverage limit for federal issues would be \$1,500,000 (\$1,000,000 is the cost of the additional coverage plus the \$500,000 state).	
Recommended Action/Motion: Additional discussion by council on the above items and direction to staff of additional information needed.	
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 19th, 2016

Title of Item: Purchase In-Squad Video with DWI Forfeiture Funds

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 7 MINUTES
Summary of Issue: We are requesting to utilize DWI Forfeiture funds to purchase four(4) new in-squad video systems. Our older units are unreliable and have a poor recording quality. The new system we have been switching to, Watchguard, has proven to be very reliable and has both time saving features and enhancements that the older units do not.	
Alternatives, Options, Effects on Others/Comments: Four new 4RE Watchguard in-car camera systems will cost approximately \$20,480. We have received an installation quote of \$190 per car. Equipment and Installation would total approximately \$21,240. Our current DWI Forfeiture account has over \$35,000 and we have approximately 15 other DWI Forfeiture vehicle sales pending. This would still leave us over \$13,000 in the account for DWI enforcement equipment emergencies, not including the pending sale of approximately 15 other DWI Forfeiture vehicles.	
Recommended Action/Motion: Authorize a motion to use not more than \$22,000 from DWI Forfeiture funds to purchase and install 4 new in-squad video systems .	
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> Current DWI Forfeiture fund contains approximately \$35,000.	

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

September 19, 2016
7:00 P.M.
City Council Chambers

1. Improvement 15-11 – Adopt Resolution Awarding Bids
2. Improvements 14-08 and 14-09 – Adopt Resolution Declaring Costs to be Assessed and Ordering Public Hearing to be held at 7:30 P.M. on October 17, 2016
3. 2016 Downtown Special Services District – Adopt Resolution Declaring Costs to be Assessed and Ordering Public Hearing to be held at 7:30 P.M. on October 17, 2016
4. 2016 Nuisance Assessments – Set Public Hearing to be held at 7:30 P.M. on October 17, 2016
5. Improvement 16-09 – Buffalo Hills Lane Construction
6. Event/Street Closure Application – 607 Holly Street



Brainerd City Council Agenda Request

SPW
1
Agenda Item #

Requested Meeting Date: September 19, 2016

Title of Item: Improvement 15-11, Sanitary Interceptor Replacement

☐ 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: At the last Council meeting, the Interceptor replacement across a portion of the BIC property was approved and advertisement authorized. Bids for the project are due on the morning of Monday, September 19th at which time they will be opened, tabulated, and a recommendation prepared.	
Alternatives, Options, Effects on Others/Comments: This project involves the replacement of a sanitary sewer interceptor, which is precisely the type of project that we collect SAC and WAC fees to cover the cost of. The Finance Director and I are recommending that we utilize SAC fees, which have a balance of about \$200,000 to fund this project.	
Recommended Action/Motion: Assuming that the bids for the project will be within a reasonable proximity of the estimate, staff will likely be recommending that the Council Adopt a Resolution awarding the contract to the lowest responsive bidder.	
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> Funds to come from the Sewer Availability Charge (SAC) fund	



Brainerd City Council Agenda Request

SPW 2
Agenda Item #

Requested Meeting Date: September 19, 2016

Title of Item: Improvements 14-08 and 14-09 Assessments

☐ 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: The assessable costs for improvements 14-08 (Maple Street..SE 13th Street project) and 14-09 (Dellwood Drive) have been calculated and assessment roles have been prepared.	
Alternatives, Options, Effects on Others/Comments: Attached is a Resolution Declaring the Costs to be Assessed and Ordering a Public Hearing to be held on Monday, October 17, 2016. The Resolution provides for an interest rate of 4 1/4% which was recommended by the City's Financial Advisor.	
Recommended Action/Motion: Staff is recommending that the Council adopt the Resolution as proposed.	
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 DECLARING COSTS TO BE ASSESSED
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT**

WHEREAS, the costs have been determined for Improvement 14-08, and Improvement 14-09, involving improvement of the following described street in the City of Brainerd:

IMPROVEMENT 14-08

Street Resurfacing/Reconstruction

Maple Street from 12th Street SE – 13th Street SE (Reconstruction)

Maple Street from 13th Street SE – 14th Street SE (Resurfacing)

IMPROVEMENT 14-09

Street Reconstruction

Delwood Drive from Novotny Road – Wise Road

WHEREAS, the estimated total construction costs for said improvements are Improvement 14-08 - \$720,388 and Improvement 14-09 - \$33,960.

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for October 17TH, 2016 at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be Improvement 14-08 - \$680,400.50, and Improvement 14-09 - \$18,679.50 respectively, and the portion of the cost to be assessed against benefited property owners is declared to be Improvement 14-08: Maple Street Reconstruction of 12th Street SE – 13th Street SE) - \$28,212.00 and Improvement 14-08: Maple Street Resurfacing of 13th Street SE – 14th Street SE \$11,775.50 and Improvement 14-09 - \$15,280.50. respectively.

2. Assessments shall be payable in annual installments extending over a period of ten years, the first of the installments to be paid on or before the first Monday in January, 2016, and shall bear interest at the rate of four point two five (4.25%) percent per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 17th day of October, 2016, in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this 19th day of September, 2016

GARY SCHEELER
President of the Council

Approved this 20th day of September, 2016

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator



Brainerd City Council Agenda Request

SPW
3
Agenda Item #

Requested Meeting Date: September 19, 2016

Title of Item: 2016 Downtown Special Services District

☐ 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: The costs associated with the Downtown Special Services District for snow removal and downtown landscaping have been calculated and an assessment role for the benefitting properties has been prepared. Attached is a Resolution Declaring costs to be assessed and ordering a Public Hearing for 7:30 p.m. on Monday, October 17, 2016	
Alternatives, Options, Effects on Others/Comments: The costs being assessed include 100% of the landscaping related costs (city property is included as a benefitting property) and a proportional share of the snow removal costs	
Recommended Action/Motion: Staff is recommending that the Council adopt the Resolution as proposed.	
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 DECLARING COSTS TO BE ASSESSED,
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT**

WHEREAS, the costs have been determined for the Downtown Special Services District involving the following described areas in the City of Brainerd:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

WHEREAS, the estimated total costs for said improvements are Downtown Special Services District is \$26,146.62.

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for October 17, 2016 at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$9,292.42 and the portion of the cost to be assessed against benefited property owners is declared to be \$16,854.20.

2. Assessments shall be payable in annual installments extending over a period of one year, to be paid on or before the first Monday in January, 2015, and shall bear interest at the rate of four point two five (4.25%) percent per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 17th day of October, 2016, in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this ____ day of _____, 201__

GARY SHEELER
President of the Council

Approved this ____ day of _____, 201__

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator



Brainerd City Council Agenda Request

SPW
4

Agenda Item #

Requested Meeting Date: September 19, 2016

Title of Item: 2016 Nuisance Abatement Assessments

☐ 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: Staff is still tabulating nuisance abatement related costs and waiting for a few more invoices to come in. We would like to have the Council set the Public Hearing for these proposed assessments for 7:30 P.M. on Monday, October 17th along with the other hearings.	
Alternatives, Options, Effects on Others/Comments: Staff will have a tabulation of proposed assessments and assessment role prior to the meeting on October 3rd along with a proposed Resolution Declaring the Costs to be Assessed.	
Recommended Action/Motion: Staff is recommending that the Council set the hearing for 7:30 P.M. Monday, October 17th	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

SPW
5

Agenda Item #

Requested Meeting Date: September 19, 2016

Title of Item: Improvement 16-09 , Buffalo Hills Lane Improvements

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: Attached is a memo related to scoping issues that need to be resolved to move forward with planning improvements to the section of Buffalo Hills lane west of Greenwood Street.	
Alternatives, Options, Effects on Others/Comments: The memo discusses options and alternatives	
Recommended Action/Motion:	
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>	

September 8, 2016

Mayor Menk
and Brainerd City Council Members

RE: City Improvement 16-09, Buffalo Hills Lane Construction West of Greenwood Street

Dear Mayor Menk and City Council Members,

I am pleased to present this report for improvements to Buffalo Hills Lane westerly of Greenwood Street. As the Council is well aware, discussions about improvements to this segment of Buffalo Hills Lane began in about 2003, at which time several alternatives for construction and funding the project were explored.

Numerous deficiencies were noted on Buffalo Hills Lane back in the 2003-2004 processes. Some of those deficiencies included the following:

- The road has never been constructed to a final grade and alignment
- Substandard road width
- Substandard road structure
- Lack of storm water facilities
- Significant pedestrian activities not being accommodated
- Significant road surface distresses.

In the past 13 years, only minor maintenance has occurred on the roadway and the distresses and deficiencies still exist. The need to proceed with a street improvement is based on the roads condition, safety, and given that it is not cost effective to continue to maintain a travelled way that has not yet been "constructed".

Through the process in 2003/2004, there were several project scope and funding related issues which remain to be resolved, those include the following:

- Project limits
- Roadway Design
- Drainage
- Project funding

The initial project limits that were proposed were constructing the road between the west intersection with Ridge Drive and Greenwood Street. Upon further review of the 1985 project which constructed the easterly portion of Buffalo Hills, the roadway between Graydon Avenue and Greenwood Street was constructed with that project and assessed to adjacent property owners, so that segment should be removed from this

project and attached to the resurfacing project being developed for 2017 construction. West of the westerly intersection of Ridge Drive, there is approximately 600 feet of Buffalo Hills Lane and about 400 feet of Mississippi Parkway that also need to be constructed. The options are to either include these sections in the project, or not include them in the project. The assessment methodology used on Buffalo Hills Lane may have some influence on whether or not they are included.

Multiple options for the construction were reviewed years ago and the two options that moved forward into consideration were the construction of either a 36 ft. wide roadway to accommodate 2 – 12 ft. driving lanes and 2 – 6 ft multi-use shoulders or a 26 ft wide roadway with a separated 10 ft multiuse trail, similar to what was constructed on 28th Street last year. Both options would provide for a 9-ton roadway capacity. The cost of the two options are comparable at about \$640,000 including contingencies and engineering. With the topography along the corridor, the 26 ft roadway and 10 ft. separated trail option, which is staff's preferred option, offers the most flexibility with roadway grades and matching existing yards and driveways. The 26 ft wide roadway will also assist with controlling the speed of traffic. Since this alignment is on our State aid system, staff would recommend following our assessment policy and utilizing State Aid funds to cover the cost of the additional structure estimated at about \$45,000

Since 2004, the city has acquired Tax forfeit lots 14, 15 and the west ½ of lot 19 in the Buffalo Hills subdivision for storm sewer purposes. The drainage system is not yet designed but will consist of either a pond or swales to infiltrate storm water runoff. At this time we are assuming that the cost of the storm water collection system improvements in the street will be funded through special assessments and the cost of constructing ponds, swales and treatment will be funded through the storm water utility.

Since the major rain event in 2012, we have been monitoring severe erosion to the drainage ditch channel which is the northerly extension of the drainage ditch along the west side of the Southview Court Subdivision north of Buffalo Hills Lane to Little Buffalo Creek. The storm sewer collection system on the easterly portion of Buffalo Hills Lane that was constructed in 1985 discharges into this drainage ditch as do systems built with Crestview Drive in the late 60's and Pineview Drive in the mid 70's. The ditch is not covered or protected by a drainage easement so it is subject to Minnesota Drainage Law. Since our storm systems are contributing substantially to the flow and erosion, we do need to start planning for corrective actions. The actions do not need to be directly tied to the Buffalo Hills construction project, but could be if we wanted to tap state aid funding to help with the cost. Procedurally, we will need to retain a consultant to study and scope options for corrective actions, select an option, and then proceed to construction. Staff has conducted some preliminary investigations of funding sources and grants to assist with a study and corrective actions, but since this is a drainage ditch and not a named and numbered public waterway, there does not appear to be any funding sources available. The heavy rain events experienced earlier this summer have caused additional erosion which is becoming a concern for many adjacent property owners.

There were originally 4 options considered for funding the street construction and these were narrowed to 2 options which staff believed could pass the test of benefit and provided some understandable rational and sense of equity. Both were area based assessments instead of the traditional front foot and sideyard.

The first option was based on the premise that each subdivision along the street was, and is, responsible for the cost of constructing the infrastructure internally within the subdivision as well as its share of the cost of the infrastructure on the streets abutting and adjacent to the subdivision. Typically, in new subdivisions, all of these costs are combined and distributed to the parcels within the subdivision equally. The total footage of subdivisions along Buffalo Hills from the west intersection of Ridge Drive to Graydon Avenue is about 5,010 feet which results in a per foot cost of about \$113.00. Applying this proportionally to each subdivision and then each lot of record or buildable lot within each subdivision, results in assessments that range from a low of about \$650 per lot in the very densely populated Southview Court subdivision to a high of about \$23,000 for the single parcel in Whippoorwill Addition. This methodology works well for a subdivision such as Crescent Hills which is still in its first phase of development. The assessment against the common area is the same regardless of how many houses have been built. This methodology also works well for assessing the properties west of the west Ridge Drive intersection on a front footage basis if that work is included in the project.

The second methodology is to assess all buildable parcels of record within the subdivisions an equal amount regardless of the subdivisions frontage on Buffalo Hills, based on there being equal benefit for each parcel. With this methodology, we would have to treat the Crescent Hills Subdivision as proposed in the approved preliminary plat that planned for 69 lots. The assessments resulting from this methodology would be about \$2,300 per parcel provided that the project ended at the west Ridge Drive intersection. The cost of the continuation of the improvement to the end of Mississippi Parkway have not been calculated but there is only a single tier of benefitting properties on very large lots which would raise the average assessment considerably.

Staff has this item on the Committee agenda for the meeting on the 19th to generate discussion and feedback on the following scoping decisions:

1. Preferred Project Limits
2. Preferred design section
3. Drainage related issues and how to fund them
4. Assessment methodology
5. Project timing



Brainerd City Council Agenda Request

SPW 6
Agenda Item #

Requested Meeting Date: September 19, 2016

Title of Item: Event/Street Closure Application

☐ 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: Staff has just received an application for a street closure on Holly Street between North 6th and North 7th Street on the afternoon of Sunday, September 25th, for a private auction.	
Alternatives, Options, Effects on Others/Comments: Staff is distributing the application to all Departments for comments and conditions of approval and will provide a recommendation at the Committee meeting on Monday.	
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

8A+B

Agenda Item #

Requested Meeting Date: September 19, 2016

Title of Item: 2017 Preliminary Levy

☐ 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: City Administrator	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue: The 2017 preliminary levy for the City and the HRA needs to be set by September 30, 2016. The final levy adopted in December can be lower than, but not higher than the preliminary levy. The "Truth in Taxation" Public Hearing also needs to be set by September 30, 2016 and needs to be held between November 25 and December 28, 2016 after 6:00 p.m. and it can be done during a regular council meeting. Historically the City has held a special meeting on the 2nd Monday in December at 6:00 p.m. which this year that would be December 12, 2016. Attached is a memo to provide additional information to council.	
Alternatives, Options, Effects on Others/Comments: The 2016 levy was set at \$5,217,260. The following information is provided as a reference: 1% is a levy of \$5,269,433 (an increase of \$52,173) 2% = \$5,321,605 (an increase of \$104,345) 3% = \$5,373,778 (an increase of \$156,518) 4% = \$5,425,950 (an increase of \$208,690) 5% = \$5,478,123 (an increase of \$260,863) 6% = \$5,530,296 (an increase of \$313,036)	
Recommended Action/Motion: (1) Adopt a resolution setting the preliminary levy for the City and HRA (the HRA levy has been filled in at the maximum amount allowed by statute based on discussion from the September 12, 2016 budget workshop). (2) A motion to set the date and time for the TNT Public Hearing.	
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. __:16

WHEREAS, the Brainerd City Council is required to set a Preliminary Levy by September 30, 2016; and

WHEREAS, the Brainerd City Council held a Budget Workshop on September 12, 2016; and

WHEREAS, the Brainerd City Council, during the Special Meeting, discussed the overall budget process, the overall expenditures and the debt service of the City;

NOW, THEREFORE BE IT RESOLVED by the City of Brainerd, County of Crow Wing, State of Minnesota that the following sums are the preliminary levy for the taxes payable in the year 2017:

\$_____ plus \$121,407 for the HRA.

Adopted this ____ day of September, 2016

GARY SCHEELER
President of the Council

Approved this ____ day of September, 2016

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

MEMO



www.ci.brainerd.mn.us

TO: Mayor & Council

FROM: City Administrator Jim Thoreen
Finance Director Connie Hillman

DATE: September 15, 2016

RE: 2017 Preliminary Levy & 5 Year Capital Plan

As discussed at the September 12, 2016 budget workshop, the biggest issue with the 3% target levy is it does not fully address the current and future capital needs of the City. Enclosed is a start of the 5-year equipment and facility plan for the City.

Few things to highlights:

- The attached plan excludes an estimate for the historic water tower repairs. The plan also excludes street projects or infrastructure improvement recommended by the Walkable Bikeable City Committee. It is only meant to address equipment and facilities at this time.
- This plan represents capital items that are to be purchased in the year indicated. The schedule **does not** include putting any funds away for future capital needs.
- This is a start. This list is not all inclusive for the next 5 years. Additional items will surface that need to be added and prices will change due to inflation and getting quotes etc.
- Staff is using assets beyond their expected life. For example, the standard is to replace dump trucks every 12 years. The attached schedule has a dump truck being replaced that will be 18 years old at the time of replacement. Another example, according to the NFPA Standard (National Fire Protection Association) apparatus' that are over 25 years old should be replaced. Ladder 1 that is scheduled to be replaced in 2018, will be 34 years old, Tender 2 shown on the schedule to be replaced in 2019 will be 27 years old.
- When department heads were preparing their 5 year capital plans, if and when possible, expenditures were spread out so that a level annual expenditure was obtained. This means that not all of the necessary needs are included as they should be on the plan.

The 2017 capital needs are currently estimated at \$1,258,500. The 3% levy target currently yields \$466,818 to make purchases in 2017 and to save approximately \$166,000 that is

already designated for specific purposes. We continue to “kick the can down the road” not to mention a lack of planning on how we are going to be able to address emergencies that may arise.

Staff is not suggesting a huge increase in preliminary levy to fund the 2017 capital budget. As mentioned at the workshop, staff is looking into leasing versus purchasing which can lessen the annual impact, and staff will explore the option of issuing equipment certificates. Staff realizes the problem was not created overnight, nor will it be solved in one or two years. Staff is simply providing information to council to assist the council in making the most informed decision they can.

5-Year Capital PURCHASE Schedule
As of September 13, 2016

	2017	2018	2019	2020	2021	5 Year Average
Administration/Finance						
INCODE Upgrade	95,000					
Office Furniture	5,000					
Total Administration/Finance	100,000	-	-	-	-	\$ 20,000
Planning						
Comprehensive Plan	15,000	75,000				
Planning	15,000	75,000	-	-	-	\$ 18,000
City Hall						
HVAC	100,000	100,000	100,000	100,000		
Front Step	75,000					
Council Chamber Chairs	22,000					
Facility Need Study	50,000					
Security System	150,000					
Drinking Fountain Upgrades		6,000				
City Hall Tuck Point & Washing		75,000				
Chambers Technology/TV Update			60,000			
3rd FloorCounter Expansion & ADA Impr			150,000			
Parking Lot Resurfacing				60,000		
Carpet and Paint				60,000		
Roof Replacement				40,000		
2nd FloorCounter Expansion & ADA Impr				50,000		
Basement ADA Improvements					150,000	
Total City Hall	397,000	181,000	310,000	310,000	150,000	\$ 269,600
Street & Sewer						
Salt/Sand Storage Buiiling	240,000					
Replace '85 Broom Tractor	40,000					
Replace '00 Chipper	58,000					
Replace '91 End Loader		180,000				

5-Year Capital PURCHASE Schedule
As of September 13, 2016

	2017	2018	2019	2020	2021	5 Year Average
Replace '97 Snow Blower		160,000				
Replace '01 Dump Truck			230,000			
Replace '00 Pick up				27,000		
Replace '96 End Loader				180,000		
Replace '97 Street Sweeper					195,000	
Replace '03 Truck					42,000	
Total Street & Sewer	338,000	340,000	230,000	207,000	237,000	\$ 270,400
IT/GIS						
Tablets for Council	9,600				9,600	
Laptops for Supervisors	10,800				10,800	
Server Replacement	14,000	14,000	14,000	14,000	14,000	
ID Card Printer	3,000					
Laserfiche License Update	5,000					
PC Replacements ***		70,000				
Mointor Replacements		10,000				
Microsoft Enterprise Licensing		????				
Firewall/Router/Network Switches				20,000		
Total IT/GIS	42,400	94,000	14,000	34,000	34,400	\$ 43,760
Inspections						
Tablets	1,500	-	-	3,000	1,500	
Replace '05 Dakota		22,000				
Replace '05 Colorado			23,000			
Total Inspections	1,500	22,000	23,000	3,000	1,500	\$ 10,200
Engineering						
Replace Total Station	40,600	-	-	-	-	
Auto Cad 3-D Update		40,000				
Replace '99 survey vehicle			40,000			
Total Engineering	40,600	40,000	40,000	-	-	\$ 24,120

5-Year Capital PURCHASE Schedule
As of September 13, 2016

	2017	2018	2019	2020	2021	5 Year Average	
Fire							
Replacement of Civil Defense Sirens	20,000	20,000	20,000	20,000			
Replace '84 Ladder Truck		1,200,000					
Replace '97 Squad			70,000				
Replace '92 Tender			250,000				
Replace '13 Command Tahoe				50,000			
Replace ' 99 Rescue Vehcile					25,000		
Total Fire	20,000	1,220,000	340,000	70,000	25,000	\$	335,000
Police							
Marked Squad	50,000	51,000	52,530	52,530	54,100		
Marked Squad		51,000	52,530	52,530	54,100		
Unmarked Squad	44,000	45,000	52,530		36,000		
Body Cameras/Video Equipment	40,000	40,000					
Tazer Replacement		7,500	7,500				
Total Police	134,000	194,500	165,090	105,060	144,200	\$	148,570
Parks							
Replace '97 Van	35,000						
Replace '03 Pick up		40,000					
Replace '03 Pick up			40,000				
Replace '04 Pick up				40,000			
Replace '08 Tahoe					35,000		
Replace '02 Field Groomer	15,000						
Replace '02 Field Groomer	15,000						
Replace '02 Field Groomer		15,000					
Replace '04 Snow Blower			2,000				
Replace '07 Mower/Mulcher		2,200					
Replace '05 Skid Steer				20,000			
Gregory Park Fountain	100,000						
1950 Mill Ave Warming House		100,000					

5-Year Capital PURCHASE Schedule
As of September 13, 2016

	2017	2018	2019	2020	2021	5 Year Average
1965 Gregory Warming House			100,000			
1970 Lum Park Pavilion					Reshingle/paint	
1977 Lum Park Beach House					Reshingle/paint	
1977 Lum Park Pavilion #2		Reshingle/paint				
1991 Lum Park Restrooms			Reshingle/paint			
1980 Mills Field Garage				Reshingle/paint		
Field 3 Lights (Lease to Own)		30,000	30,000	30,000	30,000	
Replace '88 Hockey Rinks		8,000	8,000			
Park Office Carpet		4,000				
Bane Park Pony Dugouts		5,000				
Jaycees Park Dugouts		10,000				
Youth Baseball Backstops			10,000			
Total Parks	165,000	214,200	190,000	90,000	65,000	\$ 144,840
TOTAL WORKING FUNDS	\$ 1,253,500	\$ 2,380,700	\$ 1,312,090	\$ 819,060	\$ 657,100	
Sanitary/Storm Sewer						
Replace '06 Water Tank	5,000	-	-	-	-	
Replace '99 Jet Vac	-	350,000	-	-	-	
Replace '03 Ford Truck	-	-	30,000	-	-	
Replace '07 Sewer Camera	-	-	-	75,000	-	
Total Sanitary/Storm Sewer	5,000	350,000	30,000	75,000	-	\$ 92,000
TOTAL CITY	\$ 1,258,500	\$ 2,730,700	\$ 1,342,090	\$ 894,060	\$ 657,100	\$ 1,376,490

****** Notes ******

* The above information does not include anything for the historic water tower.

* The above information assumes that we will continue to lease the vehicles we started to lease in 2016 and doesn't take into consideration addition vehicles that could be leased vs purchased.