

CITY COUNCIL AGENDA

Brainerd, Minnesota
November 7, 2016
7:30 P.M.
Brainerd City Hall
Council Chambers

Showcasing Brainerd – 7:15 P.M.

***Nicole Finnegan: Brainerd
Veterans Outpatient Clinic***

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

1. Call to Order – 7:30 P.M.
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Calendar (NOTICE TO PUBLIC) – All matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to be ADOPTED BY ROLL CALL
 - A. Approval of the Minutes of the Regular Meeting held on October 17, 2016 and the Special Meeting held on October 25, 2016, as distributed
 - B. Approval of Licenses – (See Attachment)
 1. Contractor's Licenses – 2 – New
 2. Contractor's Licenses – 4 – Renewals
 3. Taxicab Certificate – 1 – New:
 Ronnie Schnichels dba Grab-A-Cab, LLC
 421 ½ S 9th Street, Brainerd MN 56401
 - C. Department Activity Reports – (See Attachments)
 1. Fire Chief
 2. Park Director
 3. City Administrator

- D. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Brainerd Amateur Hockey Association for a Raffle to be held on February 9, 2017 at Essentia Health Sports Center, 502 Jackson Street, Brainerd – Approval of**
- E. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Knights of Columbus Council 1491 for Bingo Events to be held on February 2, 9, 16, and 23 of 2017 at St. Francis Church, 404 9th Street N, Brainerd – Approval of**
- F. Minnesota Lawful Gambling Application to Conduct Excluded Bingo – Submitted by St. Andrew’s Council of Catholic Women for a Bingo Event to be held on November 19, 2016 at St. Andrew’s Catholic Church, 1108 Willow Street, Brainerd – Approval of**
- G. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Central Lakes College Foundation for a Raffle to be held on February 22, 2016 at 501 West College Drive, Brainerd – Approval of**
- H. Fire Department – Authorize Application for a Vehicle Acquisition Grant through AFG Program – (See Attachment)**

6. Council Committee Reports

A. Safety and Public Works Committee

- 1. Tax Forfeit Parcels**
- 2. Improvement 16-06 – Sewer Redirects on Blocks 46 and 48**
- 3. Improvement 13-04 – Dead Tree**
- 4. Street Closure/Event Application – “Gnome for the Holidays”**
- 5. 2016-2017 Downtown Snow Removal Bids**
- 6. Improvement 15-11 – ‘O’ Street Interceptor – Cost Overrun**
- 7. Funding of 2017 State Aid Projects – Adoption of Advance Resolution**

B. Personnel and Finance Committee

1. Approval of Bills & Payments to Contractors

Contractor	IMP #	Project	Amount	Total Retained
CWC Hwy Dept	16-02	College Drive Striping	\$5,769	\$0
Tim Thompson Plmbg	16-06	San Sewer Block 46	\$21,330	\$0
Anderson Brothers	16-06	San Sewer Block 46	\$95,054	\$960
DeChantel Excavating	15-11	O Street Interceptor	\$56,067	\$0

- 2. Fire Department – Muriel West Fine Review**
- 3. Deferred Assessment Criteria Review**
- 4. Meal Reimbursement Rates**
- 5. Estimated Market Value Update**
- 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. NJPA Annual Board Election; Opportunity to Nominate**
 - B. Canvass of 2016 General Election Results – Set Special Meeting**
- 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**
- 11. Council Member Reports**
- 12. Adjourn – To Closed Session Pursuant to M.S. 13D.03 for Labor Negotiation Strategy**

NOTE: Safety and Public Works Committee will meet at 6:30 P.M.
Personnel and Finance Committee will meet at 6:30 P.M.

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

Visit the City’s website at www.ci.brainerd.mn.us

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

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

Upon roll call, the following members were noted as present: 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.

The Chair recognized DJ Collins, Scout Master for Boy Scout Troop 243 who stated that the large group of cub scouts appears tonight as part of the badge work for their "Communication" Merit Badge.

Council Member Bevans requested to move the fifth item on the Consent Calendar (a resolution recognizing Transit Coordinator) to New Business.

Council Member Koep requested the addition of the item, "Discussion of Sign Ordinance/Removal of Signs, including Public Comment" directly following the Consent Calendar.

MOVED AND SECONDED BY ALDERMEN KOEP AND HILGART, DULY CARRIED, TO APPROVE THE AGENDA AS AMENDED.

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

- A. Approval of the Minutes of the Regular Meeting held on October 3, 2016, as distributed – Approved**
- B. Approval of Licenses – Approved**
 - 1. Contractor's Licenses – 2 – New
 - 2. Contractor's Licenses – 2 – Renewals
- C. Department Activity Reports – Approved**
 - 1. City Administrator
 - 2. Finance Director
 - 3. Police Chief
- D. Resolution No. 46:16 Adopted – Approving the Minnesota Lawful Gambling Premises Permit Application to Allow Lawful Gambling by HART at Baxter Liquor Mart, 105 Washington Street NE, Brainerd**
- E. Resolution No. 47:16 Adopted – Approving the Minnesota Lawful Gambling Premises Permit Application to Allow Lawful Gambling by American Legion Post #255 at 612 Station, 612 Front Street, Brainerd**

F. Resolution No. 48:16 Adopted – Accepting Donations & Contributions for 3rd Quarter 2016

G. Resolution No. 49:16 Adopted – Approving the Collateral Assignment of the Royal Tire Contract for Private Development

H. 2017 NJPA Health Insurance Renewal Rates – Approved

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

Sign Removal and Regulations – Referred to Safety and Public Works Committee

City Administrator Thoreen read from City Code Section 515-37-5 relating to all non-permit required signs and the placement thereof. He stated that under his direction, City staff removed several signs found to be non-conforming throughout the City based on being located in the right-of-way. These signs were placed outside City Hall and most have been recovered by their owners. He stated that the action is part of fulfilling the City’s responsibilities under the City Charter, Ordinance and State Law. He referred to three documents that have been provided to all candidates in the area which clearly state the right-of-way placement restriction.

Council Member Koep stated that that public comment should be allowed on this subject based on the many calls she received over the weekend. She started out by clarifying that what has happened is not the “fault” of City staff; that the job was done according to State laws and the upholding of the City Code which is adopted by Council. She apologized for the grief it caused to the community and feels that public notification can be improved; she suggested radio ads in addition to newspaper notifications.

Council Member Hilgart stated that she feels there should have been more or better notice to the public and agreed that the ordinance should be reviewed to determine if changes should be made.

At 7:46 P.M. the Chair opened the floor to public comments relating to the removal of yard signs which was conducted on Friday, October 14, 2016 throughout the City.

The Chair recognized the following individuals who spoke to the issue:

- Mr. Kevin Goedker, 1210 9th Ave NE, Brainerd, (area realtor and candidate for Mayor), who distributed and then read aloud from a list of several questions relating to the recent removal of signs by City staff.
- Ms. Nancy Conway, 11300 Arlington Avenue, Brainerd, who stated that she would have appreciated the opportunity to simply move the sign rather than have it very rudely removed by force. She stated that this was especially upsetting based on being a resident who has never been warned or had signs removed before. She stated that she felt the removal rules were not being enforced equally.
- Mr. Doug Kern, 11039 Greenwood Street, Brainerd (Crow Wing County Republican Chair), who stated that he had heard from many individuals that the removal of the signs infringed on their freedom of speech and personal property rights.

- Mr. Mike Higgins, 1801 Mill Avenue, Brainerd, who read from a list of “dumb rules” and stated that things like this being in our local newspaper affect how people perceive Brainerd and that “perception is reality.” He stated that he just signed a lease for a very large company and he will continue to fight for promoting Brainerd and hopes issues like this will not hinder growth.
- Mrs. Colleen Goedker, 1210 9th Avenue NE, Brainerd, (area realtor), who stated that removing campaign and garage sale signs is one thing but removing signs for small businesses, such as real estate agents, hurts their business. She stated that real estate agents received a notice late Friday afternoon and properties with no “for sale” sign lost a full weekend of advertisement, in many cases.
- Mr. Stephen Gotsch, 410 East River Road, Brainerd, who appeared before Council for another item, was informed that right now discussion being heard is for signs removed last week. (See additional comment later in these minutes)
- Ms. Dolly Matten, 1730 Graydon Avenue (area realtor), thanked the City Council for not discarding the signs because the ordinance does give the City the right to discard them immediately. She stated that she does realize it is her job as a realtor or candidate to make sure her signs are where they are supposed to be but a better warning would have been helpful. She stated that this should be a learning experience.

At 8:09 P.M. the Chair ended the public comment period. The item was referred to the Safety and Public Works Committee.

Council Committee Reports

Personnel and Finance Committee Report

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

General Fund to Public Safety Fund	\$30,000
General Fund to Park Fund	\$60,000
General Fund to Street & Sewer Fund	\$25,000
General Fund to Airport Fund	<u>\$12,960</u>
	\$127,960

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained</u>
Northwoods Landscaping	10-03	Downtown Maint.	\$4,750	0
		Red Pine/2 Mile Rd		
Oak Lawn Township	16-12	Seal Coat - FINAL	\$12,494	0
S.E.H.	14-15	Arpt Util Ext thru 8/31	\$78,141	0
S.E.H.	14-15	Arpt Util Ext thru 9/30	\$76,066	0
Tom's Backhoe	14-15	Arpt Util Ext thru 9/30	\$1,329,047	\$69,949.85
WSN	16-06	San Sewer Block 46	\$472	0

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

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

Deferment of Assessments – Authorize Deferment for Parcel 091680010020009 – Request a Review of Resolution No. 06:05 which Determines Deferment Criteria – Approved

Per Agenda Request from Finance Director Hillman, five deferment requests were included for review; one which has met all the financial guidelines as set forth by Resolution 06:05.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE THE ASSESSMENT DEFERMENT REQUEST FOR PARCEL 091680010020009.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO REQUEST A REVIEW OF THE CURRENT AND PAST ASSESSMENT DEFERMENT CRITERIA TO DETERMINE IF THE RESOLUTION DETERMINING THE CRITERIA SHOULD BE UPDATED RELATING TO PROPERTY VALUE AND ASSETS.

Meal Reimbursement for Transit Coordinator – Authorize Additional \$15 Reimbursement for Dinner Expense while at Conference – Request a Review of Meal and Per Diem Staff Reimbursement Criteria – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE THE REQUEST FROM TRANSIT COORDINATOR STONE FOR AN ADDITIONAL \$15 REIMBURSEMENT FOR DINNER EXPENSE.

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO REVIEW THE MEAL AND PER DIEM REIMBURSEMENTS IN THE EMPLOYEE POLICY GUIDELINES FOR STAFF TO DETERMINE IF FIGURES NEED TO BE UPDATED.

Discussion of Fund Balance Policy Amendment – Amend "Spendable – Unassigned (GAAP Unreserved – Undesignated)" Portion of Fund Balance Policy as Recommended by the Personnel and Finance Committee – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AMEND THE "SPENDABLE - UNASSIGNED (GAAP UNRESERVED – UNDESIGNATED)" PORTION OF THE CITY OF BRAINERD FINANCIAL MANAGEMENT POLICIES/FUND BALANCE POLICY RELATING TO "CASH FLOW" BY REPLACING THE WORDS, "GENERAL FUND" WITH THE WORDS, "WORKING FUND CURRENT YEAR" AND ADDING THE FOLLOWING AS THE LAST PARAGRAPH, "IF REVENUES EXCEED EXPENDITURES IN EXCESS OF BUDGET IN THE WORKING FUNDS FOR ANY GIVEN YEAR, ALL FUNDS IN EXCESS OF 1% OF OPERATING EXPENDITURES SHOULD BE TRANSFERRED TO THE GENERAL CAPITAL FUND (FUND 400) UNTIL THE CITY GETS TO 50% OF THE UNRESERVED FUND BALANCE."

2016 Capital Projects Fund Update – Informational

Per Agenda Request from Finance Director Hillman, it is estimated that the City will be approximately \$25,865 under projected costs for the year and will have a cash balance of about \$517,000 at the end of the year.

Safety and Public Works Committee Report

Event/Street Closure Request – St. Francis Marathon – Authorize the Closure of Portions of N 9th, Juniper, N 10th and Kingwood Streets from 9:00 A.M. to 1:00 P.M. on Wednesday, October 19, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE THE REQUEST FOR THE CLOSURE OF PORTIONS OF N 9TH, JUNIPER, N 10TH AND KINGWOOD STREETS FROM 9:00 A.M. TO 1:00 P.M. ON WEDNESDAY, OCTOBER 19, 2016 FOR THE SAINT FRANCIS CATHOLIC SCHOOL MARATHON.

NW 4th Street Traffic Study – Authorize Preparation of RFP with Costs of Up To \$15,000 to be split 50/50 with Crow Wing County – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE PREPARATION OF A RFP TO PERFORM A TRAFFIC STUDY OF THE NW 4TH STREET TRAFFIC CORRIDOR WITH COSTS OF UP TO \$15,000 TO BE SPLIT 50/50 BETWEEN THE CITY AND CROW WING COUNTY.

Improvement 14-15 – Airport Utility Extension – Request for Services Agreement Amendment to Reinstate the Engineering Contingency Originally Requested during Agreement Negotiations – Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BORKENHAGEN TO APPROVE THE SERVICES AGREEMENT AMENDMENT WITH SEH FOR IMPROVEMENT 14-15 (AIRPORT UTILITY EXTENSION) TO REINSTATE THE ENGINEERING CONTINGENCY ORIGINALLY REQUESTED DURING AGREEMENT NEGOTIATIONS.

Committee Member Hilgart stated that this is referring to a previously considered contingency which was denied in March of 2016; however, it is now likely that extra costs will be incurred based on extended hours necessary to complete the project as well as weather delays.

Alderman Bevans spoke against the motion, stating that although he has no doubt the engineering firm is doing the work, this project was not recommended by the City Engineer or SEH/Project Management Team themselves and that the Finance Department of the City had expressed concern on how it would be paid for.

City Engineer stated that the proposed work involves the repair of work performed ten years ago during the Mill Avenue project. He clarified that the projected total cost is still expected to come in below projected cost.

City Administrator Thoreen stated that this motion will not mean that the City will pay the \$69,000; that the contingency fund is established for this sort of uncertainty in a project.

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

Improvement 14-15 – Airport Utility Extension – Status of Private Wells – Authorize up to \$12,000 from Contingency Fund to Provide Two Drilled Wells, if Necessary – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO AUTHORIZE UP TO \$12,000 FROM THE IMPROVEMENT 14-15 CONTINGENCY FUND TO PROVIDE TWO DRILLED WELLS, IF NEEDED, FOR TWO PARCELS AFFECTED BY THE PROJECT.

Unfinished Business

Public Hearing – Improvement 14-08 and 14-09 Assessments – Resolution No. 50:16 Adopted – Ordering the Special Assessments

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

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT RESOLUTION NO. 50:16 – ORDERING THE SPECIAL ASSESSMENTS FOR IMPROVEMENT 14-08 AND 14-09.

RESOLUTION NO. 50:16

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.

Public Hearing – Downtown Special Services District Assessments – Adopt Resolution Ordering the Special Assessments – (See Below: One Resolution was adopted for both Downtown Special Services and 2016 Nuisance Abatement)

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

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

Public Hearing – 2016 Nuisance Abatement – Resolution No. 51:16 Adopted – Ordering Special Assessments for Downtown Special Services District (DTSS) and 2016 Nuisance Abatement

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

The Chair recognized Ms. Tisha Scheeler, 1504 Pine Street, Brainerd, who requested re-consideration of the nuisance charged to her property address for an unlicensed vehicle parked on her property.

City Building Official Caughey recorded Ms. Scheeler’s address information to contact her for re-consideration as requested.

The Chair closed the Public Hearing at 8:36 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT RESOLUTION NO. 51:16 – ORDERING THE SPECIAL ASSESSMENTS FOR THE DOWNTOWN SPECIAL SERVICES DISTRICT (DTSS) AND 2016 NUISANCE ABATEMENT.

RESOLUTION NO. 51:16

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.

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

New Business

First Reading – Proposed Ordinance No. 1462 – An Ordinance Amending Section 1200.21 of the Brainerd City Code Pertaining to On-Sale Liquor Zones and License Limitations regarding a portion of the Franklin Art Center – City Administrator Thoreen Recommends Dispensing with the Actual Reading – Item of “Liquor Zones” referred to Safety and Public Works Committee – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET, DULY CARRIED, TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1462 – AN ORDINANCE AMENDING SECTION 1200.21 OF THE BRAINERD CITY CODE PERTAINING TO ON-SALE LIQUOR ZONES AND LICENSE LIMITATIONS REGARDING A PORTION OF THE FRANKLIN ART CENTER; FURTHER, TO DISPENSE WITH THE ACTUAL READING.

Council Member Johnson stated that the City’s liquor zone is causing the issue of having the bars in only one area which creates the perception that “all that is downtown is bars” and that the liquor zone should be abolished.

Council Member Hilgart discussed an email that was included in the Packet in opposition to the change to the liquor zone which would allow this brewery; she stated that she would like to hear from all sides on this issue.

Council President Scheeler asked City Planner Ostgarden to verify that the distance between a liquor establishment and a school would not be an issue.

NOTE: It was clarified after the meeting that Ordinance No. 1373, adopted on November 15, 2010, abolished the requirement for a certain distance between liquor establishments and either schools or churches.

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

The item, “Liquor Zones” was referred to the Safety and Public Works Committee.

8:40 P.M. (Disturbance occurred in Council Chambers at this time resulting in the forced removal of citizen as mentioned in public comment section at the beginning of the meeting along with a parcel the citizen had brought into chambers as part of a complaint about the City Police Department)

Resolution No. 52:16 Adopted – In Recognition of Transit Coordinator Andy Stone's Selection for the Management Innovation Award from the Minnesota Public Transit Association

City Administrator Thoreen read aloud the resolution which commended Transit Coordinator Andy Stone's selection for the "Management Innovation Award" from the Minnesota Public Transit Association and declared October 19, 2016 as "Andy Stone Day" in the City of Brainerd.

MOVED AND SECONDED BY ALDERMEN KOEP AND BORKENHAGEN TO ADOPT RESOLUTION NO. 52:16 – IN RECOGNITION OF TRANSIT COORDINATOR ANDY STONE'S SELECTION FOR THE MANAGEMENT INNOVATION AWARD FROM THE MINNESOTA PUBLIC TRANSIT ASSOCIATION.

Alderman Koep reported that the City of Brainerd and Crow Wing County will be receiving funds from the State to help the transit program in extending hours of operation. She feels that this is also a result of Mr. Stone and the Transportation Committee's due diligence.

RESOLUTION NO. 52:16

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.

Public Forum: No one appeared for Public Forum.

Staff Reports – Written

City Administrator Thoreen reported that although there was a man removed by police this evening he wanted to assure people that there is no threat to the public. He stated that he had attended the LMC Regional Conference in Fergus Falls which was a very well-organized event with several breakout sessions. One session he attended on code enforcement will assist Administration to assess security issues for facilities.

Council Member Reports

Council Member Koep reported on sessions that were particularly impressive to her at the LMC regional conference including "rules of decorum" and code enforcement. She stated that although she was unable to attend the "equity and equality" session, she heard very good reviews of that session which reminded her that all people should be treated with the same respect and that rules should be enforced equally.

City Administrator Thoreen stated that at the end of the LMC meeting, Council Member Koep was recognized for over 38 years of public service at both the city and county level. He congratulated her on this honor.

Council Member Johnson brought the Council's attention to a certificate of deposit interest rate with which he was pleased. He also reported that he had attended the Great Pumpkin Festival over the weekend which was a very nice event. He added that seeing public interest in issues brought forth this evening is encouraging and that people should continue to be interested and voice their opinions.

Mayor Menk stated that there are 5 new businesses locating or relocating into the City of Brainerd in the next month or so which shows progress in the City.

Council President Scheeler reported that 18 plaques have been presented over the past year to new businesses which is great news. He requested adjournment to the Distinguished Service Awards to be held on October 27, 2016 and recognized Council Member Gabe Johnson's recognition as "Outstanding Young Person of the Year" as well as Brainerd Police Officer Dooley's recognition as "Outstanding Community Service Provider of the Year."

Adjourn – To Distinguished Service Awards Event to be held at 6:30 P.M. on Thursday, October 27, 2016 at the NP Event Center

The Chair adjourned the meeting at 9:02 P.M.

James M. Thoreen
City Administrator

Pursuant to due call and notice thereof, the Special Meeting of the Brainerd City Council was called to order at 12:00 P.M. by Council President Scheeler.

Upon roll call, the following members were noted present: Hilgart, Koep, Bevans, Johnson and Scheeler. Mayor Menk was also noted as present. Also noted present was Finance Director/Deputy Clerk Hillman.

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

New Business – Gordon Murphy, 704 6th St N, Brainerd – CUP/Variance Request to Reconstruct Detached Accessory Building (Garage) – Conditional Use Permit is to Allow Garage to be 1' Taller than Permitted and Variance is to Allow the Garage to be 6' closer to Grove Street than Permitted – Approved

Brief discussion was held and Mr. Murphy was in the audience for questions. City Planner Ostgarden stated that the Planning Commission recommended approval at their October 19, 2016 meeting.

MOVED AND SECONDED BY ALDERMEN KOEP AND HILGART, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT APPLICATION SUBMITTED BY MR. GORDON MURPHY TO BUILD A GARAGE AT 704 6TH STREET NORTH THAT IS 1 FOOT TALLER THAN PERMITTED BY THE CITY ZONING CODE.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE THE VARIANCE PERMIT APPLICATION SUBMITTED BY MR. GORDON MURPHY TO BUILD A GARAGE AT 704 6TH STREET NORTH THAT IS 6 FEET CLOSER TO GROVE STREET AS PERMITTED BY THE CITY ZONING CODE.

Application for “On-Sale” Intoxicating Liquor License – 612 Station, LLC – Pending Final Fire Inspection – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE ON-SALE INTOXICATING LIQUOR LICENSE APPLICATION SUBMITTED BY 612 STATION, LLC PENDING FINAL FIRE INSPECTION.

Street Closure/Special Event – Brainerd Dispatch Halloween Open House – October 31, 2016 – Closure of a portion of James Street from 2:30 to 5:00 P.M. – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE STREET CLOSURE/SPECIAL EVENT APPLICATION SUBMITTED BY THE BRAINERD DISPATCH FOR THE CLOSURE OF A PORTION OF JAMES STREET FROM 2:30 TO 5:00 P.M. ON MONDAY, OCTOBER 31, 2016.

Adjourn

The Chair adjourned the meeting at 12:04 P.M.

Connie L. Hillman
Finance Director/Deputy Clerk

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
November 7, 2016
(2 New, 4 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
TRAUT COMPANIES 141 28TH AVE S WAITE PARK, MN 56387 16-0209 (new)	(320) 251-5090	EXCA	10/1/2017	12/31/2016	
CALLAHAN CONCRETE & MASONRY 6924 HOLMES AVENUE BRAINERD, MN 56401 16-0210	(218) 839-9821	MASO	11/1/2017	12/31/2016	
DAVE'S MASONRY CONSTRUCTION, INC. 3016 STATE 210 SW PILLAGER, MN 56473 16-0211	(218) 746-3429	MASO	7/1/2017	12/31/2016	
KASSULKER CONCRETE LLC 16200 MILES CIRCLE BRAINERD, MN 56401 16-0212	(218) 851-5679	MASO	8/12/2017	12/31/2016	
MARK STONE CONSTRUCTION COMPANY 414 BRYANT AVE SW WADENA, MN 56482 16-0213 (new)	(218) 631-2872	GENL	4/16/2017	12/31/2016	
MASTER MOBILE HOME SERVICE, INC. 1486 CLOUD DRIVE NE BLAINE, MN 55449 16-0214	(763) 755-7555	MECH	2/19/2017	9/3/2018	MB003380

Brainerd Fire Department

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

October was an extremely successful Fire Safety month. We had a very large number of public education events and saw over 1,200 kids. We visited our area schools to provide a great fire safety message and the importance of smoke alarms and fire safety. This year's national message was "Don't Wait – Check the Date." Smoke alarms need to be replaced every 10 years.



Our Fire Department Open House was attended by nearly 2,000 people. It was a great evening of a variety of events and the weather was wonderful. The MSFCA Kitchen Fire Demo trailer was a new addition this year and a great educational prop. Everyone had a great time at the open house.



Along with all the public education events at the area schools, we provided fire extinguisher training to a local business with our "Live Fire Burn Pan."



A local area Girl Scout group came to the station and Captain Enge, one of the girl's fathers, presented the group with safety information. This was another great teaching opportunity for the fire department.



Some other events we participated in this month included Brainerd Homecoming, Christ Alive Fall Fest, Affinity Plus – Plus it Forward 2016, ECFE Touch-A-Truck, Brainerd Cub Halloween event and the Police Department Halloween event.

In October we completed our NFPA 472 HazMat Operations-2013 training and State Certification, our new firefighters completed EMR (medical) training and we had a great training session at the BIC for Confined Space Rescue. FM/DC Cox and I attended the MN State Fire Chief's Conference in St. Cloud. Administrative Specialist Kraemer also attended the Administrative Sessions.



Inspections continued to be an important part of prevention and education for our community. We conducted several inspections in October including several inspections with the Housing Inspector. There are a few new great restaurants that will be opening soon.

And last but not least we were able to have a fun night with our families. We had a BFD Family Bingo night and everyone had a great time with fun prizes, food and laughter. We have a great group of firefighter families.

Josh Stangel completed his one year probation with the Department.

The new engine is also close to completion and we expect it soon.



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

Structure Fire	3
Grass Fire	2
Medical Assist	1
Accident with Injuries	4
Rescue, Extrication	3
Gas Leak	1
Public Service	1
Smoke Scare/Removal	3
Unauthorized Burning	1
Good Intent Call	2
Canceled Enroute	9
Alarm Activation	7
Mutual Aid	1
Total	38

City of Brainerd Incident Report

Structure Fire	2
Grass Fire	2
Medical Assist	1
Crash with Injuries	2
Rescue, Extrication	2
Smoke Scare/Removal	2
Good Intent Call	1
Canceled Enroute	6
Alarm Activation	5
Total	23

Parks and Recreation Report

November 2016

Submitted by Tony Sailer, Director

- One bid was received for the selective harvest at Buffalo Hills-Lions Park and the adjacent ISD 181 property. A bid of \$4,090.00 was accepted from Edin Logging, Inc. of Staples. The biomass was not bid on so Edin Logging was instructed to scattered it throughout the harvest site, but to keep as much as possible away from neighboring properties. Edin Logging started logging October 24 and hopes to be finished within a couple of weeks. Staff has requested funding from a Crow Wing County Soil and Water Conservation District grant to help eradicate the buckthorn in the selective harvest area.
- The final KLN for Kids quarterly donation of \$980.70 was received. Donations through the three quarters of this year totaled \$2,679.85. The total donation from the program's inception was \$10,747.81, which includes the original donation of \$2,500 for construction of the Miracle League Field.
- The developers of the Northtown Addition met with the City Administrator, Parks and Recreation Director, and City Planner recently to discuss the possibility of a City funded playground in the addition. Developer Tom Dean met with the Park Board to discuss the potential for a playground. Staff was instructed to inquire about an estimated cost and a design from playground suppliers for the Park Board to consider at a later time.
- The 10th annual Great Pumpkin Festival at Gregory Park on Oct. 15 drew an estimated 600 participants.
- Replacement of shingles and repair of the fascia on Pavilion 1 at Lum Park has been completed. Staff filled cracks in the cement foundation and repainted the structure.
- Security cameras at Jaycees and Gregory parks helped the Brainerd Police Department identify individuals involved in four acts of vandalism in early October. At Jaycees Park, vandals had attempted to gain access to the concession stand and another was caught doing "donuts" in the parking lot. At Gregory Park vandals were identified spray painting the warming house and sidewalks, and another for using a Sharpie cover a picnic table with graffiti. On Oct. 27 vandals broke through the door to the warming house, spray painted and scattered supplies. They were also caught on video and arrested. The cameras at the two parks have helped the police nab numerous vandals since they have been installed.
- Staff applied stain to the flower planters and placed mulch in the center court area at Gregory Park.
- The fall softball and kickball seasons concluded Oct. 17 and Oct. 18, respectively.
- Director Tony Sailer and Recreation Specialist Katie Kaufman attended the Minnesota Recreation and Parks Association state convention in Eagan Oct. 25-27. The 2017 MRPA convention will take place Oct. 10-13 at Cragun's Resort and Conference Center.
- Staff has been busy blowing out the water pipes leading to the campground and dump station, concession stands, restrooms and ball field sprinkler systems; continues to replace panels on the Mills Field outer wall; and, in general, prep the parks to be shut down for the winter. Due to the warm fall, staff continues to mow grass.

BRAINERD CITY COUNCIL

November 7, 2016

ADMINISTRATOR'S REPORT

RECOGNITION OF PUBLIC SERVANTS

Congratulations to Councilman Gabe Johnson and Police Sergeant Paul Dooley as two of the recipients of the Brainerd Jaycees Distinguished Service Awards for 2016. Gabe was named Outstanding Young Citizen of the Year for Brainerd. As he was presented the award it was also noted that he has been named as one of the Minnesota Jaycee's 10 Outstanding Young Minnesotans for 2016. Sergeant Dooley was honored as the Outstanding Community Service Provider for the Year and his many activities while off duty creates a long list. Congratulations to Gabe and Paul!

ON-GOING RECOGNITION

Council President Scheeler has worked with Mayor Menk to ensure that local businesses and investors in Brainerd receive proper recognition. Gary has tracked the businesses which have built new, added on to their business or achieved milestones in their success stories by presenting to them Past Mayor Wallin's Tower Award. While I give due credit to James for his foresight to create the award, perhaps it might be easier to simply refer to the "Tower Award" and continue the legacy James created.

Celebration of whom and what we are is a careful balance of providing recognition but doing so in a manner which is not "routine" or perceived as "everyone gets one of these." I'm confident that business owners proudly display the award so that their customers are aware of the City's gratitude to make our Community a little bit (or a lot) better!

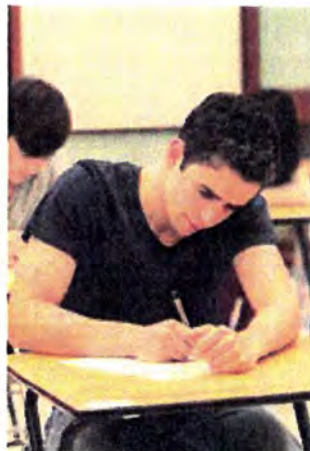
BRAINERD PUBLIC SCHOOLS REPORT

Last week Council President Scheeler and I attended the special informal meeting of the School Board focused on an update of the District's facilities plan. Director of Business Services Steve Lund walked through the Draft "Comprehensive Long Range Facilities Plan" for the 30 audience members. I have attached a copy of portions of that report which demonstrates what I view as a thorough, objective process to define challenges, to lay out a plan which thinks beyond the current status, and aids the School Board to access the best information upon which their decisions can be formulated. It is a great starting point for the Board to inform residents regarding the huge challenges facing the facilities and how they impact the teaching of our children.

Relevancy to the City

In 2017 I will ask that the Council undertake a process to define our facilities' challenges, and institute an information-gathering process upon which the Council can plan investments in our facilities for both the near and long term. I do not envision a process as complex as that undertaken by the School District. Nonetheless, I suggest that some common elements in our definition and determination of challenges will parallel the School's work. What are the challenges both in terms of facilities needs and delivery of customer services? Inevitably we arrive at basic questions of costs, financing and sustainability for the long-term. As long as we gather objective information regarding the state of provision of services in an optimal set of facilities combined with the right-sizing of staff to serve our customers, the Council can be in a position to declare a path for facilities upgrades, replacement, consolidation, or elimination.

Draft



BRAINERD PUBLIC SCHOOLS

Comprehensive Long Range Facilities Plan

Volume I

*Background, Framework, Conditions and Context,
Process and Recommendations*

Introduction

MASTER PLAN PROCESS AND REPORT

The following Comprehensive Long Range Facilities Plan report represents the culmination of many workshops, meetings and conversations that took place over the course of a year involving the Community Comprehensive Planning Committee (CCPC) and Brainerd Public Schools. The result is a plan that is tailored to meet your specific needs and aspirations as a School District; one that is grounded in your tradition of excellence and community pride, that supports 21st century teaching and learning, and that allows Brainerd Public Schools to be thoughtful stewards in making decisions about its capital investments and school facilities now and well into the future.

District MISSION

Your Mission statement states that:

"...in partnership with the community, Brainerd Public Schools will ensure all students achieve their individual potential by providing the highest-quality programs and resources to prepare them for an ever-changing global society."

To be successful, the Comprehensive Facilities Plan must be:

1. Grounded in your mission
2. Built on the foundation already established
3. Collaborative and inclusive
4. Physically and fiscally responsible

Comprehensive Long Range Facilities Plan

Draft

LONG RANGE FACILITIES PROCESS AND REPORT

Brainerd Public Schools is well-known for its community pride, quality staff and programs. The Comprehensive Long Range Facilities Planning effort demonstrates the intent of the Community Comprehensive Planning Committee along with the Steering Committee to maintain and build upon this excellence with regard to its facilities.

Facilities play a key role in the learning process. They can either hinder or support it. Our understanding of how all of us learn has changed dramatically in recent years. Today, learning is much more hands-on, collaborative and project-based. Similarly, the methods of instructional delivery are as diverse as the range of learning activities. Consequently, the spaces to support these learning activities have also changed to include a range of different scaled spaces. This Comprehensive Long Range Facilities Plan represents the wisdom of the Brainerd Public Schools to look to the future and provide the necessary flexibility that will allow your facilities to grow and change as your learning community continues to evolve.

At the most basic level, this Comprehensive Long Range Facilities Plan serves as the road map for the future, grounded in your Mission, Priorities and Areas of Focus.

PRIORITIES

1. Quality Staff
2. Trusted Relationships
3. Academic Achievement
4. Technology and Innovation
5. Fiscal Stability, Accountability, and Alignment of Resources

AREAS OF FOCUS

1. Student Engagement
2. Transformed Learning Environments
3. Early Innovators
4. Personalized Student Learning
5. Professional Growth and Development
6. Communications
7. Collaboration

1. Guiding Framework

VISION

The following pages provide a summary of the key outcomes from a set of eight workshops in which the Community Comprehensive Planning Committee (CCPC) developed the recommendations put forward to the School Board. A pivotal first step in the process involved the articulation of a Vision for the Comprehensive Long Range Facilities Planning effort. Taking the time up front to craft a Shared Vision served to guide the entire planning process, helped set priorities, aligned resources against the priorities and provided for an efficient and effective method of reaching decisions. The shared Facility Vision of the Comprehensive Long Range Facilities Plan reads as follows:

WE SEE FACILITIES THAT...

- Provide flexible learning environments,
- Support the mental and physical health of students and staff,
- Integrate 21st century technologies in teaching and learning,
- Cultivate quality staff development and support for best practice teaching and learning processes,

...and reflect a shared vision and trust between educators, administration, and the community who are all working toward what is best for *our* future.

PRINCIPLES

A critical step in the Comprehensive Long Range Facilities Plan process involved creating a set of Facility Principles. Facility Principles are overarching commitments to what is important for Brainerd Public Schools. They provide background for facility decisions and improvements. The Principles (as identified by the CCPC) are centered around the following categories and read as follows:

LEARNING AND TEACHING PROCESSES (Staff Development)

Brainerd Public Schools are committed to implementing instructional best practices and engaging all learners.

FLEXIBILITY

Brainerd Public Schools are committed to environments that can adapt and respond to changes in teaching, learning and community use.

HEALTHY DEVELOPMENT

Brainerd Public Schools are committed to developing facilities that encourage and support the mental and physical development of students, staff and community members.

TECHNOLOGY INTEGRATION

Brainerd Public Schools are committed to integrating technology in order to enhance and simplify student learning while fostering efficiency in educational and operational systems.

SCHOOLS AS COMMUNITY ASSET

Brainerd Public Schools are committed to creating facilities to be the center of our communities.

COLLABORATION, BUY-IN AND TRUST

Brainerd Public Schools are committed to facilities that maximize collaboration for all members of the community to yield community support, enjoyment and involvement.

(See Volume II of this document for the full definition of each Facility Principle for Brainerd Public Schools.)

2. Conditions and Context

A. ENROLLMENT PROJECTIONS SUMMARY

In conjunction with the Comprehensive Long Range Facilities Plan (CLRFP), the district commissioned Hazel Reinhardt, former state demographer to conduct a study that looked at demographic trends and how they might affect enrollment in Brainerd Public Schools over the next ten years. These enrollment projections are critical to help guide the district-wide scenarios and individual facility enhancements. District leadership, with CCPC input, chose to base the CLRFP on mid-range enrollment projection through 2025.

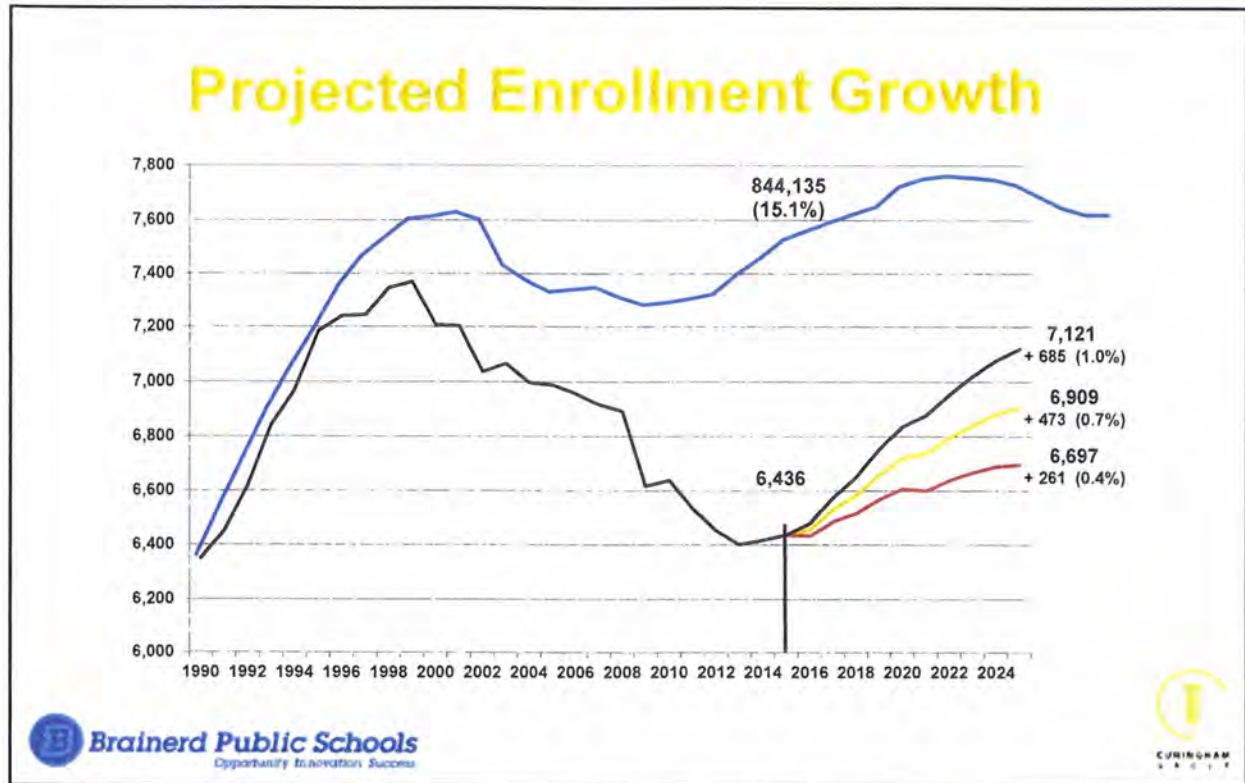


Figure 1. Projected Enrollment Growth

Blue line on top shows the corresponding trend of enrollment for the state of Minnesota, at a different scale

The mid-range 10-year projection is 6,909 students, an increase of 473, or 7%. Breaking it down by levels, this projected growth is:

Elementary level, K-5	150 students
Middle level, 6-8	120 students
High School, 9-12	183 students

The larger number at the high school level reflects the growth already 'in the pipeline' at the elementary level.

Executive Summary

- Brainerd Public School enrollment decreased by -7.7 percent in the past ten years
 - The district's estimated school age population decreased as well, but by less than 1 percent
 - The Brainerd Public Schools captured 82.3 percent of the district's school age population, a percentage higher than the state average
 - The decline in Brainerd Public School enrollment results from several factors including a decline in nonresident students and more district residents attending private schools as well as choosing other public education options
- Enrollment is projected to increase 4 to 11 percent in the next ten years
 - In 2024-25, projected enrollment ranges from 6,497 students to 6,921 students. This compares to 6,233 students in 2014-15
 - While kindergarten classes are projected to increase in size, much of the projected enrollment increase, especially with the high migration assumption, comes from increases at Grade 7 and Grade 9
 - Future enrollment will be lower than projected if competition for students increases beyond its current level

Figure 2. Enrollment Study Summary - Written by Hazel Reinhardt, published on 6/22/2015, The Comprehensive Enrollment Report can be found in Volume II of this document.

B. GAP ANALYSIS SUMMARY

Representatives for each of the schools identified the extent to which their campus met a set of Educational Facility Standards developed by planners to reinforce the Facility Principles, and confirmed by District personnel. The levels of conformance range from "Does not meet standards," to "Workable," to "Meets Standards." The result of this evaluation is referred to as the Gap Analysis.

This analysis showed numerous areas in which the existing school spaces and sites do not support the teaching and learning, technology integration, healthy development, current security modes, community use and flexibility envisioned for Brainerd Public Schools.

Key Findings: Brainerd High School is lacking aspects critical to 21st Century Learning including daylight, flexibility, agile furniture, robust technology and spaces to adequately support the diverse program needs, and many athletic, arts and music activities that students are interested in. The oldest elementary schools, Harrison and Lowell, stand out as not meeting many of the standards. Baxter Elementary is low in site measures. Across the K-12 range, facilities for special education do not meet standards, particularly in terms of places for adults to work with individuals or small groups.

C. PARAMETERS

Considering the enrollment projections, the following questions were analyzed and discussed to inform the comprehensive plan.

- How many students can the district's elementary schools serve well? How overcrowded are they now?
- What sizes of elementary schools strike a balance in creating a community atmosphere and achieving operational efficiencies?
- How much additional space is needed to serve the enrollment increase and improve the schools'

ability to support 21st century learning methods?

How many students a school building can serve, or capacity, can be approximated by a simple measure of area per student (in square feet/student), but is ultimately determined by a balance of the number of teaching stations and support spaces. While they have made it work, some of the BPS schools are not in balance. For instance, Riverside has more teaching spaces than its core Media Center, Cafeteria/Kitchen and even circulation spaces can handle. With only a single gym, Lowell Elementary has to offer shorter Physical Education class periods than other schools in order to fit them within its single gym. The Brainerd HS South campus relies on the North campus for core functions like Media Center and Physical Education spaces. In addition, area per student is low, particularly at Lowell and Baxter Elementary schools, reflecting overcrowding due to population growth.

Capacity and Enrollment

To address the overcrowding issues, “right-size” capacity was established for each school, rounding to the nearest whole number of sections per grade (at 25 students per class, elementary level). Comparing to current enrollment in the chart below, it is clear that there is a need for additional space at the elementary school level. Adding in the projected 10-year enrollment increase of 150 K-5 students, there is a need to find space for an additional 475 K-5 students.

Building	Age	Right Size Capacity	Current Enrollment
Baxter Elementary	1955	425	502
Garfield Elementary	1955	375	407
Harrison Elementary	1938	250	274
Lowell Elementary	1938	350	400
Nisswa Elementary	1952	250	272
Riverside Elementary	1955	500	620
		2,150	2,475
Forestview Middle School	2004	2,000	2,200
Brainerd High School SC	1964	600	480
Brainerd High School NC	1968	1,400	1,300
Lincoln Education Center	1938		70
Brainerd Learning Center	2003		300
Washington Educational	1929		350

Figure 3. “Right-size” Capacity and Chart of 2015-2016 Student Enrollment

School Size Parameters

Early Childhood Programs

As early support for children has been shown to be critical, public funding for programs has increased. After All-Day Kindergarten was funded for all districts in 2014, discussions have shifted to 4-year old universal preschool, putting further pressure on the schools to house students. The vision at Brainerd Public Schools is to grow preschool services to allow an increase from 20% of the population currently served to 60-80% served in future.

Facility plan should increase the number of preschool rooms from what is currently available:

Baxter Elementary (1 room, 2 classes), Nisswa Elementary (1 room, 2 classes), Riverside Elementary (2 rooms), Brainerd Learning Center (6 rooms).

A parameter established by the CPCC for elementary school size was 500-625 students, or 4-5 sections per grade.

Brainerd Public Schools currently has a wide range in the sizes of its six elementary schools, from 272 (2+ sections) at Nisswa to 620 (5 sections) at Riverside. This broad range is due in some cases to geography (Nisswa Elementary, at the north edge of the district, has a small population to draw from), and partly the small sites and structures of the oldest schools (see site and building square feet data in the Existing Site Section below).

The district estimates the annual cost to add another school building (with same number of students) to be approximately \$300,000. Given that cost, the CCPC narrowed the options **to those that keep a total of 6 elementary schools**, with support for enlarging existing buildings where possible (and enrollment demand supports) in order to keep size of new school(s) lower.

*An additional parameter was adopted to include **flexibility to enlarge any new elementary school in the future to 625**. This would be achieved by initially building its core facilities such as cafeterias and gymnasiums for a population of 625.*

COST

Kraus-Anderson Construction, a consultant of Cuningham Group Architecture, developed the order of magnitude cost analysis of the options developed with the Community Facilities Planning Committee. The estimates include the entire cost of the Master Plan expended over 10-15 years. Since no schedule has been established for the various components of the plan, the costs are not adjusted for increases in inflation as these would be factored into the development and implementation plan. The estimates are based on a database of projects of similar scope and scale. The estimates are divided into New Construction, Heavy, Medium and Light Remodeling, defined as follows:

Heavy Remodeling consists of complete remodeling of the space including replacement of mechanical, electrical and/or plumbing systems and remodeling as needed to meet the CCPC goals for 21st century learning space.

Medium Remodeling consists of partial remodeling to a space that may include partial mechanical and electrical systems, demolition of non-load bearing walls and any or all finishes necessary to meet district goals.

Light Remodeling is the replacement of finishes, including flooring and ceilings, within the space along with minor remodeling or replacement of casework within the space.

Projected costs for a District-wide Comprehensive Facilities Plan:

Note: these costs overlap and should not be summed

Future Maintenance Costs	\$88.2M
Program Costs	\$135.0M
Purchase of Land for Expansion	\$2.8M
Furniture and Fixed Technology – Program	\$6.3M
Furniture and Fixed Technology – Rollout	\$4.1M

Explanation of the different categories:

Future Maintenance Costs are related to needs of aging systems or elements of the existing buildings and sites.

Program Costs are for the recommendations presented in plans on the previous pages), for replacement, repurposing and renovations. *[reference to Kraus Anderson sheet]* Because the Program recommendations include remodeling and demolition of some structures, there is intersection with the Future Maintenance Costs.

Land Acquisition Costs depend on what sites are selected for the new elementary schools, and whether additional land may be acquired for other growing schools.

Furniture and Fixed Technology Costs are to upgrade learning settings throughout the district, and separated out by those that should be included for new or remodeled areas ('Program'), and those that might be rolled out over time ('Rollout') to all teaching stations within the district.

The consultants and the District have analyzed what is eliminated or projected to be addressed through the Program recommendations, and projections are shown in the detailed Future Maintenance cost summary *[reference]*. This will allow a total to be calculated. That total is not included here as it is dependent on implementation: final decisions about when and to what extent the identified Future Maintenance and Program recommendations are addressed.

IMPLEMENTATION

The next steps in a process to implement some or all of the Comprehensive Facilities Plan recommendations in coordination with the acceptance of the plan by the School Board (or a modified portion of the Plan that is implemented). Following that would be development of a funding and bond referendum plan for all or part of the CFP.

A Bond Planning and Design phase would follow which would gather input from students and teachers.

The CCPC recommended that the school board consider the following in their deliberations and decisions:

- Focus on creating small school culture in new sites to help retain neighborhood feel.
- Explore/consider community partnerships, particularly in connection with reinvestment into the High School.
- Potential for additional funding of Preschool/Early Childhood programs from state.
- Given the importance of swimming skills within this community, the School Board should also consider location of a new pool (HS or MS) to best achieve:
 - maximum use and utilization
 - partnerships/community
 - whole community's benefit (socio-economic accessibility)

The Community Comprehensive Planning Committee has made a conscious and sustained effort to address stated and potential concerns of the community, while shaping learning facilities for the future. It is the intent of this document to assemble the results of those efforts and support the transformative power of education in the communities of Brainerd Public Schools to propel their commitment to excellence forward for the next generation of learners!



Brainerd City Council Agenda Request

5H

Agenda Item #

Requested Meeting Date: November 7, 2016

Title of Item: Fire Truck Grant

☐ INFORMATION ONLY ☒ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Fire Chief Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Holmes	Estimated Time Needed: 5 minutes
Summary of Issue: The Assistance to Firefighters Grant program application period is open until November 18, 2016. Vehicle acquisition (fire truck) grant applications are most competitive, however due to the current department fleet, it is my recommendation to submit a grant application for a fire truck.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Requesting approval to apply for a vehicle acquisition grant (fire truck) through the AFG program. The total application request will be approximately \$1.2 million, with a 10% local cost share if the grant is awarded.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	

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

November 7, 2016
6:30 p.m.
City Council Chambers

1. Tax Forfeit Parcels
2. Improvement 16-06 – Sewer Redirects on Blocks 46 and 48
3. Improvement 13-04 – Dead Tree
4. Street Closure/Event Application – “Gnome for the Holiday”
5. 2016-2017 Downtown Snow Removal Bids
6. Improvement 15-11 – ‘O’ Street Interceptor – Cost Overrun
7. Funding of 2017 State Aid Projects – Adoption of Advance Resolution

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



Brainerd City Council Agenda Request

SPW

Agenda Item #

Requested Meeting Date: November 7, 2016

Title of Item: Tax Forfeit Parcel Classifications

☐ 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: Attached is information from Crow Wing County related to 4 tax forfeit parcels and a memo from staff.	
Alternatives, Options, Effects on Others/Comments: The County is proposing to classify these 4 parcels as non-conservation and offer them for sale at the next tax forfeit land sale auction. Staff has determined that there are public improvements located on two of the parcels and have identified unpaid special assessments associated with code enforcement on a third parcel.	
Recommended Action/Motion: Staff is recommending that the Council proceed with the following actions Tract #82-16 - 808 Quince - Concur with non-conservation classification - recertify assessment of \$2,685.73 Tract #83-16 - I Street R/W - Hold in conservation status Tract #84-16 - Norwood Pond - Hold in conservation status Tract #85-16 - Mary Street - Concur with non-conservation classification and offer for sale.	
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> There might be a future cost associated with the purchase of the parcels that we want to hold in conservation	

MEMO

TO: Safety and Public Works Committee

FROM: Jeff Hulsether

DATE: October 20, 2016

RE: Tax Forfeit lots



www.ci.brainerd.mn.us

Attached is a classification request from Crow Wing county related to 4 tax forfeit parcels within the City of Brainerd. The parcels are as follows:

1. 808 Quince Street - Lots 24 & 25, Block 1, Chippawa Addition. – This parcel has a single family structure on it and is has no public purpose. Attached is a listing of delinquent special assessments for code violations going back to 2008, which now totals \$2,685.73. Staff is recommending that the Council concur with the County's proposed classification as non-conservation and that the delinquent special assessments in the amount of \$2,685.73 be re-certified and collected at the time of sale.
2. Lot 14, Block 28, St. Paul Addition - This parcel is encumbered by I Street NE as is the tax forfeit parcel immediately to the east. Since the parcel is being used for public purposes, Staff is recommending that the Council not approve the classification to non-conservation. The likely result will be that the County will establish a nominal value and ask the city to purchase the parcel.
3. Part of Lots 1 thru 6, Block 93, First Addition to Brainerd – This parcel is located on Norwood Street adjacent to the Norwood pond and is the parcel that the Park and Recreation Department had a storage building on until last year. The city also has a storm sewer outfall running diagonally across the property between Norwood Street and the pond which makes the lot unbuildable. Since there is a public purpose for the property staff is again recommending the the Council not approve the classification to non-conservation.
4. Parts of lots 1, 2 & 3, Block 2, Woodland Park Addition – This is a vacant, wooded parcel along the east side of Mary Street with topography that renders the parcel to be a very poor candidate for development. There is no public infrastructure on the parcel so staff is recommending that the Council concur with the county's proposed classification as non-conservation and allow the parcel to be offered for sale.

September 30, 2016

Mr. Jim Thoreen, Administrator/Clerk
City Of Brainerd
501 Laurel St
Brainerd, MN 56401

RECEIVED

OCT 06 2016

**CITY OF BRAINERD
ADMINISTRATION**

Re: Classification to "Non-Conservation" and Future Sale of Tax Forfeited Lands

Dear Mr. Jim Thoreen:

in the near future, the Crow Wing County Board of Commissioners will classify the tax forfeited tracts, attached, as "Non-Conservation" which is required prior to sale pursuant to MS 282.01

Before, however, Crow Wing County can proceed with its plans to offer these tracts for sale, the city or township wherein these tracts lie, ***"must first approve the classification and intended sale"*** by the County Board. The city or township ***"is considered to have approved the classification and sale if the county board is not notified of the disapproval.....within 60 days of the date"*** of this letter.

If you respond within 60 days and do not support the County Board's action, ***"the County Board must follow the procedures in paragraphs (c) and (d) per MS Statute 282.01, with regard to the parcel, and must additionally cause to be published in a newspaper a notice of the date, time, location, and purpose of the required meeting."***

Please review the list of tax forfeited tracts, attached, and inform this office of your approval or disapproval of the County Board's future action to classify said tracts to a "non-conservation" status with intentions to sell at a future public auction.

Please include the zoning information for each tax forfeited tract along with any special assessments that are or will be attached to each tract.

Maps have been enclosed to aid in your review.

If you have any questions concerning this process, please advise.

Sincerely,



Heather Becker

Customer Services Specialist II

Enc.

Mark B. Liedl, Director
Land Services Department
322 Laurel Street, Suite 15
Brainerd, MN 56401

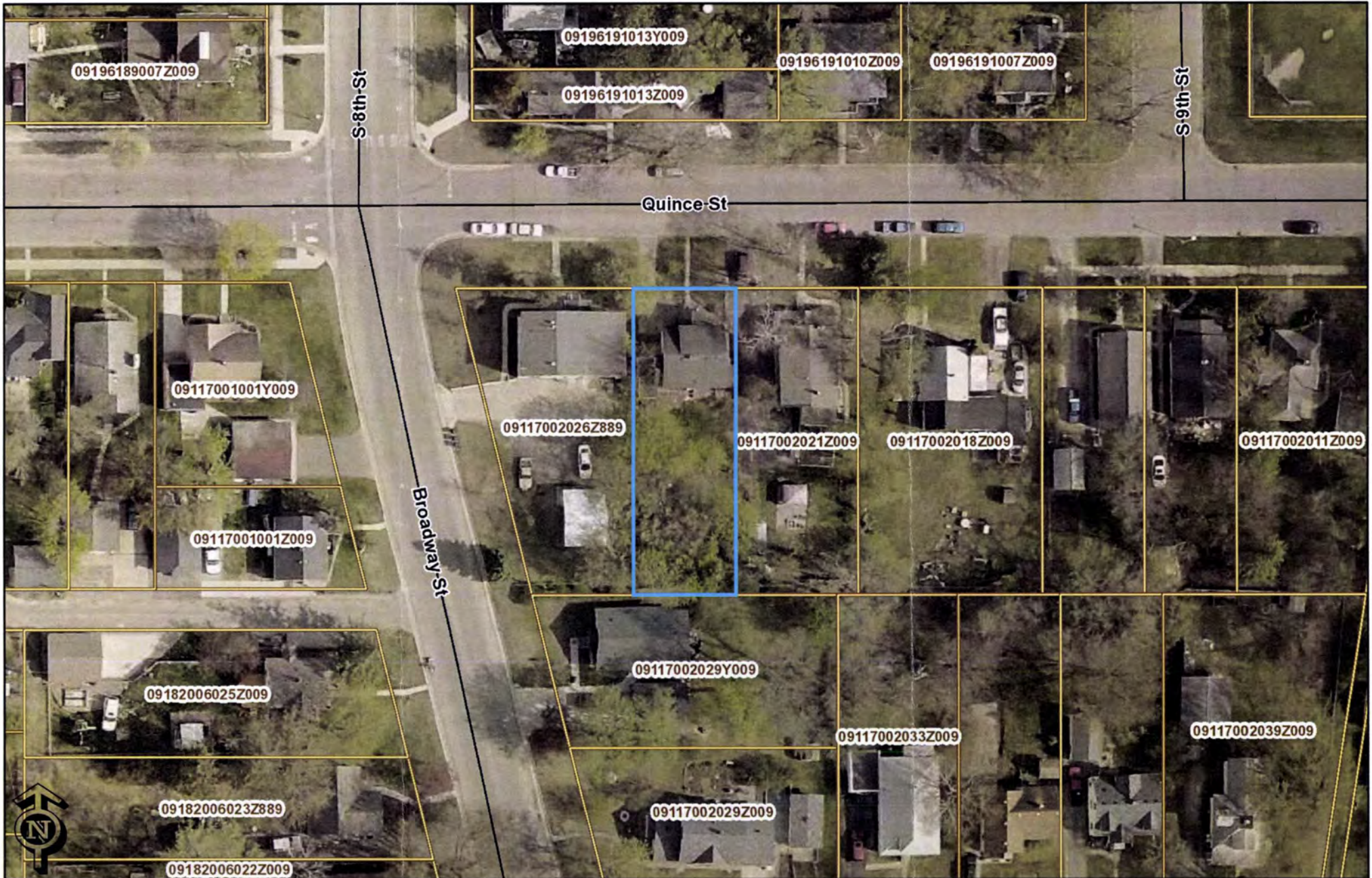
Office: (218) 824-1010
Fax: (218) 824-1126
www.crowwing.us

Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

Tract #	Description	Lot(s)	Block	Approx. Lot Size	Parcel ID	Owner	Address	County	City	Year	Effective Date	Notes
City of Brainerd												
Township Forty-five (45), Range Thirty (30) & Thirty-one (31)												
82-16	Chippawa Addition to the City of Brainerd	24 & 25	2	0.17 Acre	09117002024Z009					2009	9/30/2015	
83-16	St. Paul Addition to the City of Brainerd	14	28	0.16 Acre	091880280140009						3/10/1958	
84-16	Town of Brainerd & First Addition to Brainerd	East 25 feet of Lots 1 thru 6 inclusive, & also that portion of the West Half (40 feet) of the vacated 10th Street adjoining said property.	93	0.22 Acre	09196093001T009						4/12/1948	
85-16	Woodland Park Addition to Brainerd	Lot 1 except North 24 feet thereof & all of Lot 2 & North 40 feet of Lot 3	2	0.35 Acre	09202002001Z009					2011	9/30/2015	



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 10/3/2016 Time: 11:44:55 AM



[illegible]



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 10/3/2016 Time: 11:47:11 AM

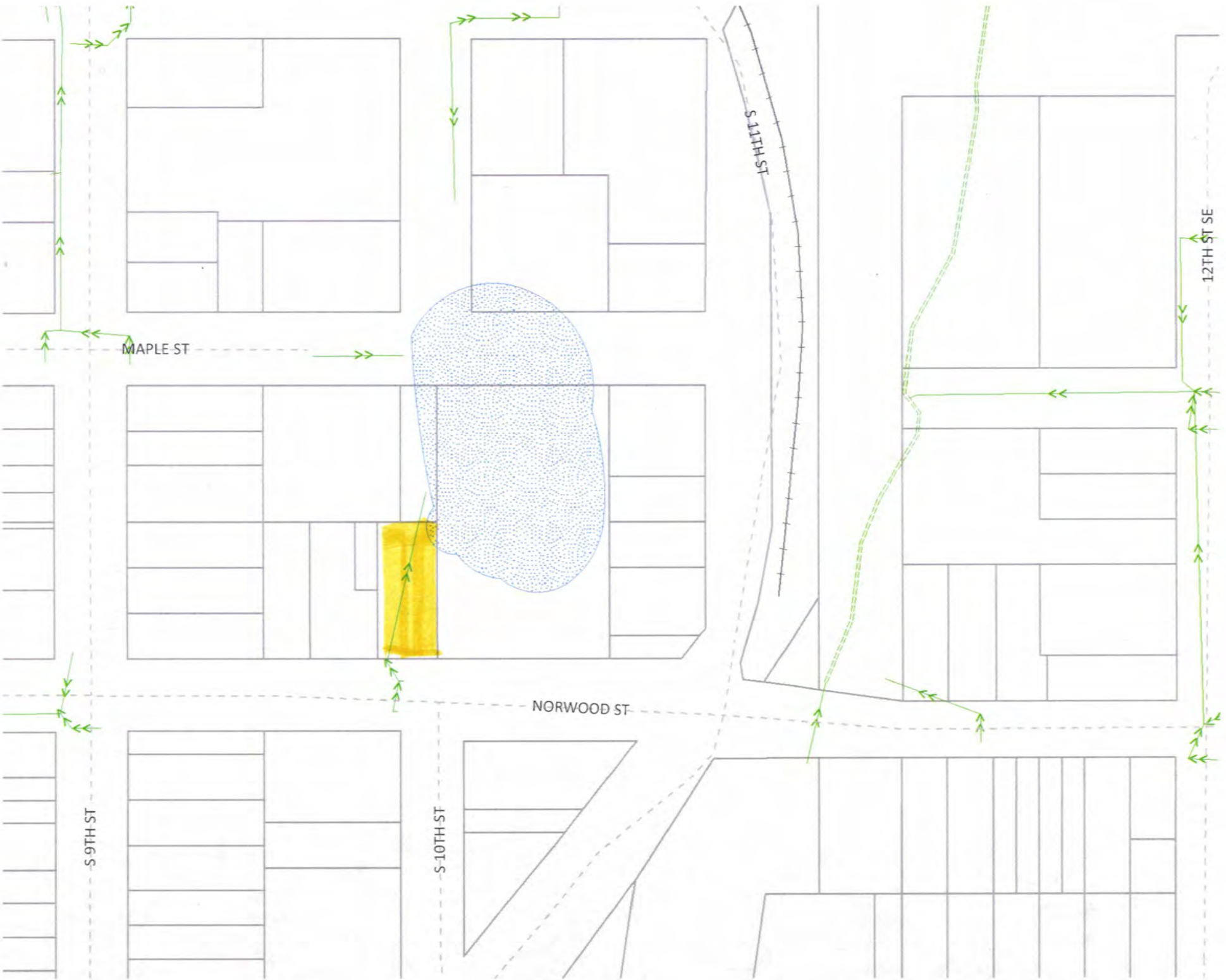




These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 10/3/2016 Time: 11:50:08 AM





12TH ST SE

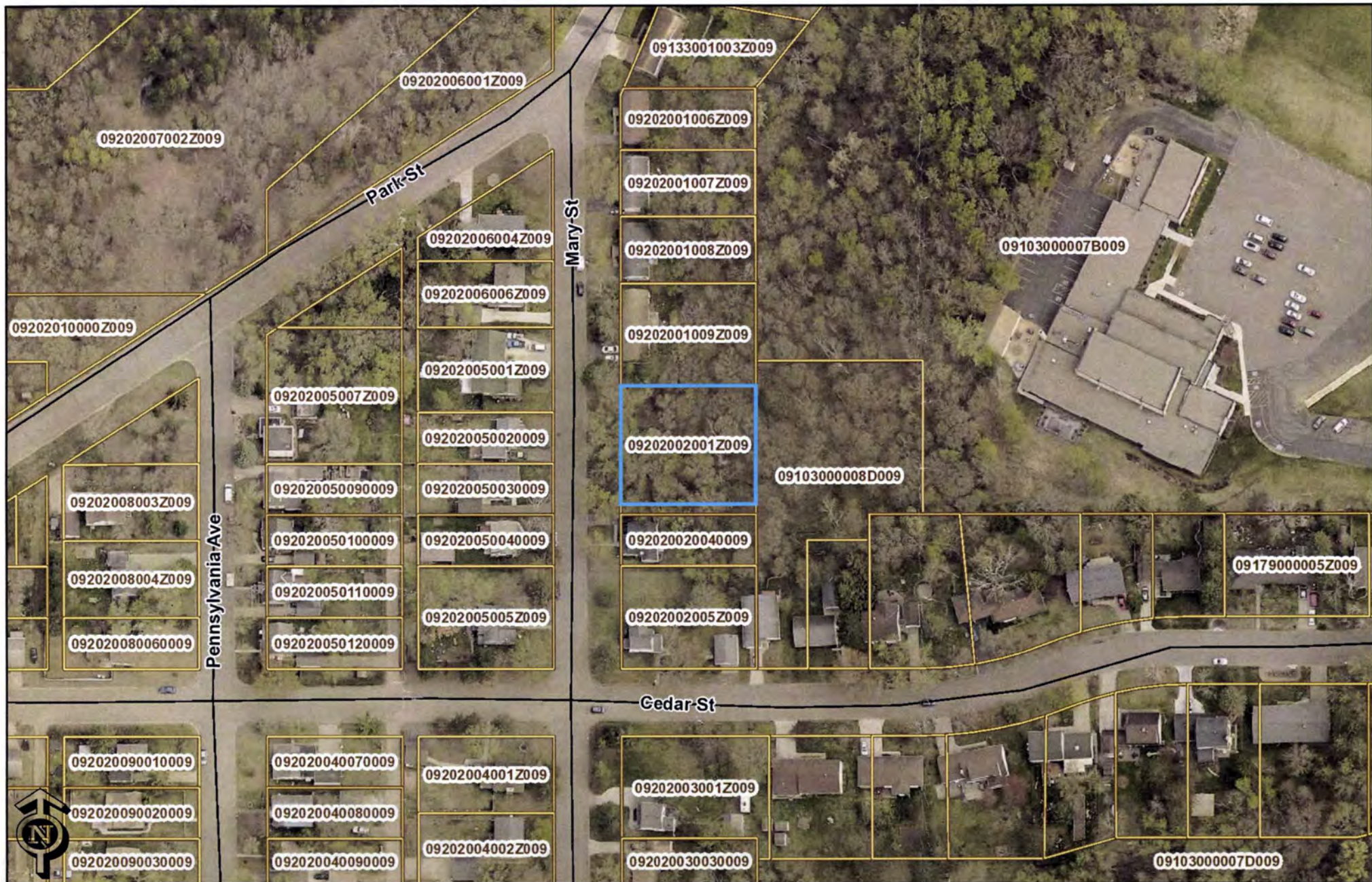
S 11TH ST

NORWOOD ST

S 10TH ST

S 9TH ST

MAPLE ST



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 10/3/2016 Time: 11:52:08 AM





Brainerd City Council Agenda Request

SPW
2
Agenda Item #

Requested Meeting Date: November 7, 2016

Title of Item: Improvement 16-06 - Sanitary Sewer Blocks 46 & 48

☐ 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: minutes
Summary of Issue: Attached is a memo, sketch and invoices for the work conducted by Tim Thompson Plumbing to redirect services from the Washington Street sanitary sewer to the sewers located in the alleys north of Washington Street.	
Alternatives, Options, Effects on Others/Comments: As discussed in the memo, staff had an additional sewer service redirected from a city line under the pawn shop to the alley in block 46 so that the pawn shop will now be the sole user of the line under their building and the line will effectively become a private service line.	
Recommended Action/Motion: Staff is recommending that the Council approve the additional \$2,830.00 payment to Tim Thompson plumbing for redirecting the additional sewer service.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ 2,830 Is this budgeted? ☐ Yes ☐ No Please Explain:	

MEMO

TO: Safety and Public Works Committee

FROM: Jeff Hulsether

DATE: October 24, 2016

RE: Improvement 16-06 – Alley Block 46 Sewer

Earlier this summer, the Council accepted a proposal from Tim Thompson Plumbing to redirect 3 sanitary sewer services from Washington Street to the newly constructed sanitary sewer in the alley on Block 46 and to redirect 1 sanitary service on Block 48. During the course of the project, it was verified that the service from the Hudrlik Carpet building was connected to the sewer segment that runs between manholes 494102 and 494130 as shown on the attached sketch. This segment of sanitary sewer is shown on our sewer maps as being part of the public system which is required for multiple users. This segment is also located under the footings of the west wall of the T&B pawn shop building which makes it inaccessible for the city to maintain and repair/replace the line if needed.

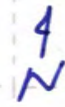
To avoid future maintenance and repair responsibility for the segment under the pawn shop, we directed Tim Thompson Plumbing to intercept and redirect the Hudrlik service to the alley as shown and highlighted on the attached sketch. This leaves the pawn shop as the sole user of the line under their building effectively converting the line to a private service. The additional cost of redirecting the Hudrlik service was \$2,830.00 bringing the total cost of redirecting services to \$21,330.00 compared to the \$18,500 previously approved.



KINGWOOD ST

4941-494101

494101



N 5TH ST

494101-494102

494120

494102-494120

494102

494501

4945-494501

N 6TH ST

494102-494130

494130

231121-231122

231121

231120-231121

231120

STATE HWY 210

231102-231120

S 6TH ST

TIM THOMPSON PLUMBING
16675 JACKSONVILLE DRIVE
BRainerd, MN 56401
218.839*2935

Invoice

Number 5087
Date 5/26/2016

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

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

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

Harting Shoe Repair @ 509 Washington Street Brainerd, MN

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

This bid includes:

Changing the inside plumbing and capping off the old sewer line

***Excavating

***Labor & Materials

***Permit

Amount Due \$4,800.00

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

Amount Paid \$0.00

Amount Due \$4,800.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$4,800.00

Total \$4,800.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$4,800.00	\$4,800.00

TIM THOMPSON PLUMBING
16675 JACKSONVILLE DRIVE
BRAINERD, MN 56401
218.839*2935

Invoice

Number 5088
Date 5/26/2016

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

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

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

Residence @ 211 North 6th Street Brainerd, MN

This Bid Includes:

Boring in a new sewer line

***Excavating

***Labor & Materials

***Permit

Amount Due \$2,200.00

Extras:

Black Dirt & Grass Seed

Replacing the sidewalk

Amount Paid	\$0.00
Amount Due	\$2,200.00

Discount	\$0.00
Shipping Cost	\$0.00
Sub Total	\$2,200.00

Total	\$2,200.00
-------	------------

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00

TIM THOMPSON PLUMBING
16675 JACKSONVILLE DRIVE
BRainerd, MN 56401
218.839*2935

Invoice

Number 5089

Date 5/26/2016

Bill To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Ship To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

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

State Farm @ 525 Washington Street Brainerd, MN

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

This bid includes:

***Excavating

***Labor & Materials

***Permit

Amount Due	\$1,700.00
------------	------------

Extras: Black Dirt & Seed	\$0.00
---------------------------	--------

Amount Paid	\$0.00
-------------	--------

Amount Due	\$1,700.00
------------	------------

Discount	\$0.00
----------	--------

Shipping Cost	\$0.00
---------------	--------

Sub Total	\$1,700.00
-----------	------------

Total	\$1,700.00
-------	------------

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$8,700.00	\$8,700.00

TIM THOMPSON PLUMBING
16675 JACKSONVILLE DRIVE
BRainerd, MN 56401
218.839*2935

Invoice

Number 5090

Date 5/26/2016

Bill To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Ship To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

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

Direct TV @ 405 Washington Street Brainerd, MN

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

This bid includes:

***Excavating

***4" 3034 Sewer Line

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

***Labor & Materials

***Changing the inside plumbing

***Permit

Amount Due

\$9,800.00

Not Included In This Price:

Class 5/Asphalt

Black Dirt & Grass Seed

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$18,500.00	\$18,500.00

TIM THOMPSON PLUMBING
16675 JACKSONVILLE DRIVE
BRAINERD, MN 56401
218.839*2935

Invoice

Number 5090

Date 5/26/2016

Bill To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Ship To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

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

Amount Paid \$0.00

Amount Due \$9,800.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$9,800.00

Total \$9,800.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$18,500.00	\$18,500.00

TIM THOMPSON PLUMBING
16675 JACKSONVILLE DRIVE
BRainerd, MN 56401
218.839*2935

Invoice

Number 5091

Date 10/19/2016

Bill To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

Ship To

City of Brainerd
501 Laurel Street
Brainerd, Mn, 56401

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

Extra for Connecting Hudrrlyk Sewer Line and Running It
From the Bak of Harting Shoe Repair To the Alley

90'- 6" 3034	\$315.00
6- 6" Fittings	\$159.00
Glue & Cleaner	\$36.00
Backhoe/6 hours	\$780.00
Bobcat/2 hours	\$180.00
Labor Tim/8 hours	\$720.00
Sub Contractor Labor	\$640.00

Amount Paid \$0.00

Amount Due \$2,830.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$2,830.00

Total \$2,830.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$2,830.00	\$0.00	\$0.00	\$18,500.00	\$21,330.00



Brainerd City Council Agenda Request

SPW
3
Agenda Item #

Requested Meeting Date: November 7, 2016

Title of Item: Improvement 13-04 - Dead Tree

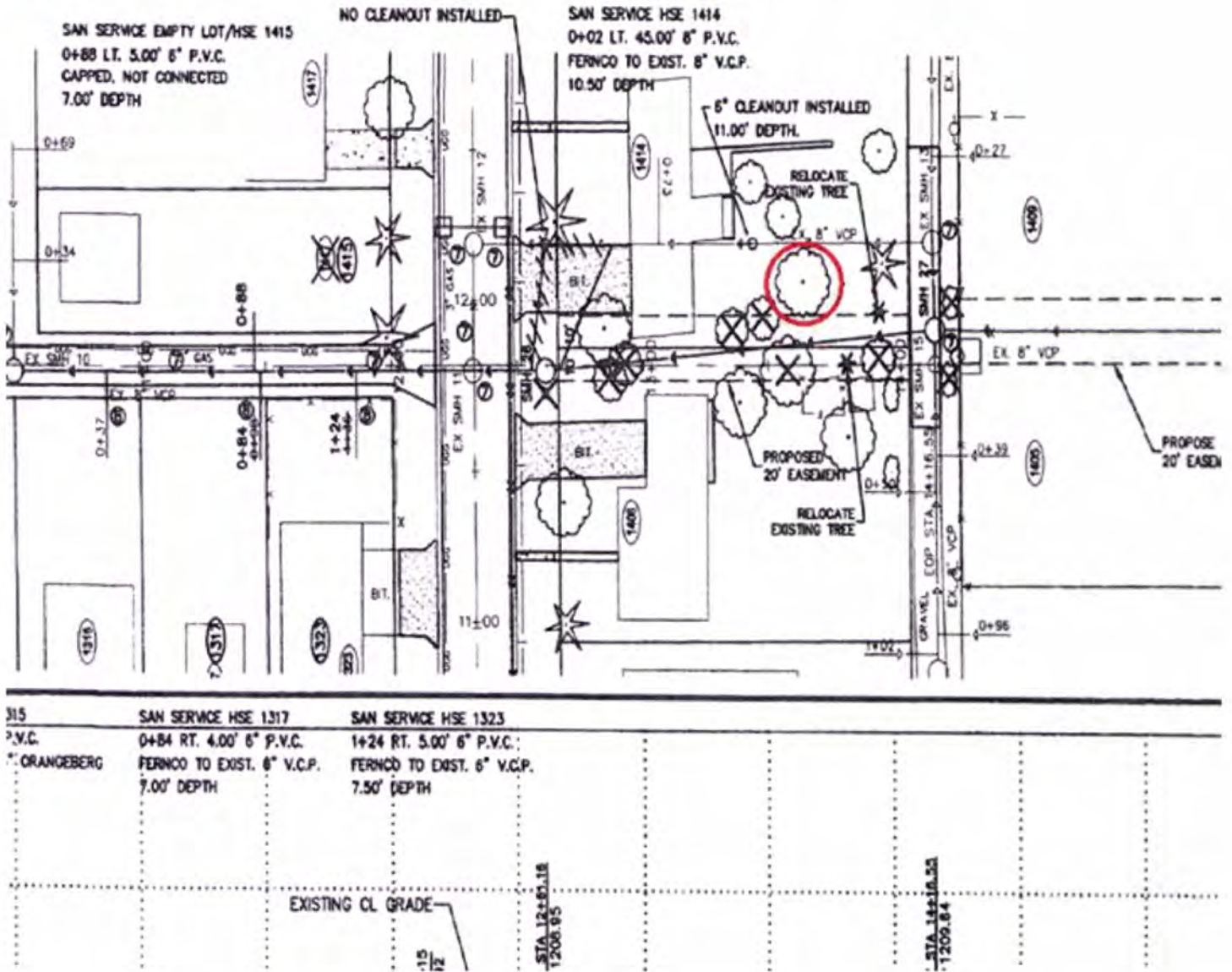
☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: minutes
Summary of Issue: In 2013, we reconstructed a block of 13th Avenue NE between N Street and O Street and as part of the project, acquired sewer easements and re-aligned the sanitary sewer that runs east and west, mid-block between 13th and 14th Avenues. The existing sewer ran under the house located at 1414 13th Avenue. Attached are two diagrams, the first showing the original alignment in red and corrected alignment in blue. The is also an excerpt from the construction plans that show a number of trees with an "X" and one circled in red.	
Alternatives, Options, Effects on Others/Comments: During the construction, there were 7 trees removed for the re-alignment and several other trees that were close enough to the 13 - 14 ft. deep excavations that their root systems were significantly disrupted by the construction. Over the years, we have reconstructed water and sewer service replacements in very close proximity to existing trees that we wanted to save but the residents were concerned about the tree dying. In these cases, we have told residents that if the trees dies, we will have it removed. in almost 30 years, this is only the second tree that has died within 2 or 3 years of a utility or street project. Based on our verbal commitment to the property owner, staff is recommending that we have the tree removed.	
Recommended Action/Motion: Staff is requesting authorization to solicit quotes and to proceed with the lowest bidder to remove the dead tree at 1414 13th Avenue NE.	
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> unknown until quotes are received.	



Jeff Hulsether

From: Katie Kaufman
Sent: Tuesday, November 01, 2016 8:44 AM
To: Jeff Hulsether
Subject: RE: tree at 1414 13th Avenue NE

N.E. 13TH STREET (STA. 10+00 TO 14+26.34)



The tree I circled in red seems to be the tree on its last limb.

Katie Kaufman
Brainerd Parks and Recreation
Recreation Specialist
Ph: 218-828-2320

"People will forget what you say, forget what you do,



Brainerd City Council Agenda Request

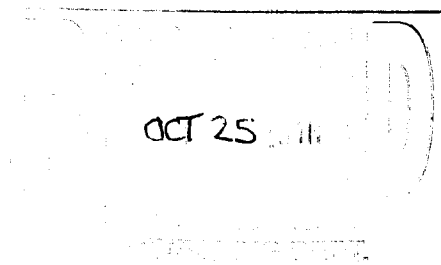
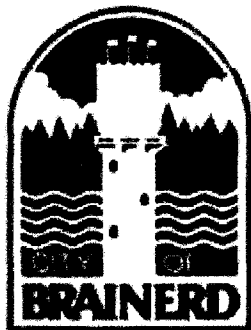
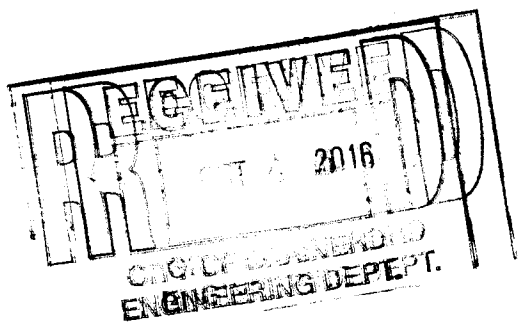
SPW
4

Agenda Item #

Requested Meeting Date: November 7, 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) ☐ 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: minutes
Summary of Issue: Attached is an application from Nancy Williams for the "Gnome for the Holiday" Downtown Christmas event scheduled for Saturday, November 26th, between the hours of noon and 6:00. There are no street closures being requested but there could be a Santa arriving by Fire Truck, Horse and trolley rides (probably being staged from the parking lot at 7th and Front Streets), a Christmas Tree lighting, and possible bon fire.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Staff is recommending that the Council approve the application subject to the Santa Arrival and bon fire being coordinated with and meeting the approval of the Fire Chief and the Christmas Tree lighting being coordinated with the Park Director.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Street Closure, Special Event And Festival Application

Brainerd, Minnesota

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

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

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

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

Application for a Street Closure, Special Event and Festival Permit

PART I: GENERAL INFORMATION

Name of the event: "Gnome for the Holiday" Christmas Event

Date(s) of the event: Saturday, November 26th

Time of event (setup to breakdown): Noon to 6 pm

Location: Downtown Brainerd, Mn

Estimated number of attendees: 300

Organizer Information

Organizer's name (Please print): Nancy Williams

Organizer's address: 704 Laurel St

Event contact person: Same

Event contact daytime phone number: (h) _____ (w) 828-7844 (c) _____

Event contact persons e-mail address: chocolatelady49@yahoo.com

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

(h) _____ (w) same (c) _____

For Profit/Nonprofit status (type): _____

Applicant Information, if different from the event organizer:

Applicant name (Please print): _____

Applicant address: _____

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

Event contact e-mail address: _____

Description of Activities

Brief description of the activities planned during the event: _____
Santa coming downtown on firetruck, horse and trolley rides (two trolleys), lighting of community x-mas
tree, bonfire (tbd), "Find the Gnome" search (Nov. 27 - Dec 3)

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

Site Information

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

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

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

Company contracted for restrooms: _____

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

Sign, banners, and posters/flyers? Yes ☐ No ☒
Locations and descriptions: _____

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

Event Layout and Street Site Map Yes ☒ No ☐
Please provide a layout of the event showing booths, staging, amusements, food, etc. and
also provide a street map or park map showing the borders of the event.

Area Notification

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

PART II: STREET CLOSURE REQUEST

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

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

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

Time and date for beginning of street closures: _____

Time and date for reopening of streets: _____

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

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

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

PART III: CONTACTS, PERMITS, AND FEES CHECKLIST

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

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

Contact Information:

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

PART IV: HOLD HARMLESS AGREEMENT AND INSURANCE INFORMATION

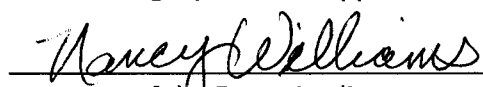
The applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

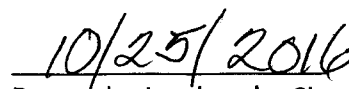
The City, in its discretion, may require the Applicant to obtain liability insurance for any special event. If liability insurance is required, the following requirements apply:

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

PART V: SIGNATURE OF EVENT APPLICANT

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


Signature of the Event Applicant


Date submitted to the City

Nancy Williams

PRINT NAME

reluctant chairperson

Event Applicant Title

PART VI: FOR OFFICIAL USE ONLY

Departmental Sign-Offs Required

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

Certification of Street Closure Approval

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

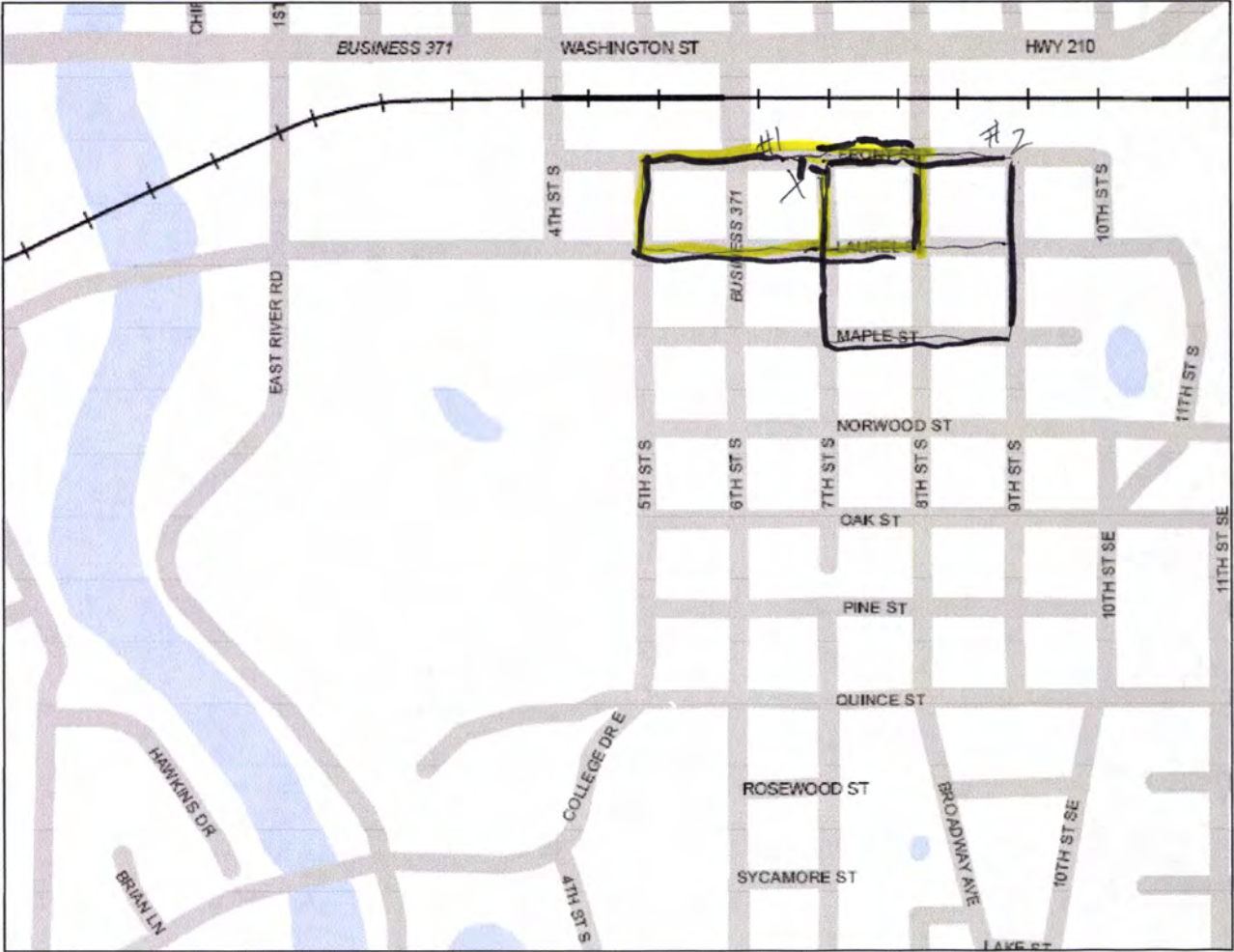
Special Event/Festival Application and Permit Approval

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

City Administrator

Date

Commonly Used Maps





Brainerd City Council Agenda Request

SPW
5
Agenda Item #

Requested Meeting Date: November 7, 2016

Title of Item: 2016 - 2017 Downtown Snow Removal Bids

☐ 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: minutes
Summary of Issue: Bids for the 2016 -2017 Downtown Snow Removal were solicited by published notice and direct mailing to 5 local excavating contractors. Only one bid was received and is attached, that being from Tom's Backhoe.	
Alternatives, Options, Effects on Others/Comments: The bid represents a 2 1/2% increase over last year's unit prices.	
Recommended Action/Motion: Staff is recommending that the Council accept the bid from Tom's Backhoe for this winter's downtown snow removal.	
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> Cost depends on depth of snow received and removed under the agreement	

CITY OF BRAINERD
16-17 DOWNTOWN SNOW REMOVAL
FORM OF PROPOSAL

DESCRIPTION	UNIT	UNIT PRICE
STREETS, ALLEYS, PARKING LOTS (4" BASE)	LUMP SUM	4,622.75
STREETS, ALLEYS, PARKING LOTS (EACH ADDITIONAL INCH)	INCH	1,296.62
SIDEWALKS (4" BASE)	LUMP SUM	1,071.12
SIDEWALKS (EACH ADDITIONAL INCH)	INCH	225.50

This proposal dated this 1st day of NOV, 2016

Signed Nathaniel Royce
President

Tom's Backhoe Service, Inc
323 Woodland Hills Ln
Brainerd MN 56401
218-828-4232

NOTICE OF BID
BIDS CLOSE NOVEMBER 3, 2016 @ 10:00 A.M.
BRainerd, MINNESOTA

DOWNTOWN SNOW REMOVAL

Notice is hereby given that bids will be received, opened, and read aloud in the presence of the City Administrator and the City Engineer in the Council Chambers, City Hall, in the City of Brainerd, Minnesota, on Thursday, November 3, 2016, at 10:00 A.M. for the 2016 – 2017 Downtown Snow Removal in accordance with the Plans and Specifications for the same which are on file in the office of the City Engineer of said City.

Copies of the Plans and Specifications may be obtained at the office of the City Engineer, City Hall, Brainerd, Minnesota.

All bids will be referred to the City Engineer for tabulation and then referred to the City Council for action at a Council meeting to be held on Monday, November 7, 2016.

The City of Brainerd reserves the right to reject any and all bids and to waive minor irregularities and informalities therein and further reserves the right to award the contract in the best interest if the City.

All proposals must be sealed and addressed to the City Administrator, Brainerd, Minnesota. Bids will be delivered to the City Administrator prior to the bid opening time. The envelope shall be plainly marked "Bid for Downtown Snow Removal, November 3, 2016, 10:00 A.M, Brainerd, Minnesota".

No bidder may withdraw his bid within 30 days after the actual date of the opening thereof.

Dated October 17, 2016



Jim Thoreen
City Administrator

Publish October 21 & 28, 2016

MAILING LIST FOR DOWNTOWN SNOW REMOVAL BIDS



www.ci.brainerd.mn.us

Tom's Backhoe Service
323 Woodland Hills Ln SW
Brainerd, MN 56401

DeChantal Excavating, Inc
P.O. Box 315
Brainerd, MN 56401

Anderson Brother's Construction, Inc.
11325 Hwy 210, P.O. Box 668
Brainerd, MN 56401

Pratt's Affordable Excavating
23069 Swan Ln
Merrifield, MN 56465

Borden Excavating, Inc
13110 Borden Road
Merrifield, MN 56465



Brainerd City Council Agenda Request

SPW 6
Agenda Item #

Requested Meeting Date: 11/07/2016

Title of Item: Improvement 15-11 Total Project Cost Overrun

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Paul Sandy	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 Minutes
Summary of Issue: Improvement 15-11 - O Street Sanitary Sewer Interceptor Replacement Project has been completed by the Contractor, DeChantal Excavating for a total project cost of \$56,067.15. As you may recall, the original project cost that was bid was \$48,921.50. This is a project cost overrun of \$7,145.65.	
Alternatives, Options, Effects on Others/Comments: During the construction of the project, the Contractor on site ran into extremely wet/saturated conditions around 10' below the ground surface. This was not anticipated during the design on the project, thus, no dewatering bid item was included in the bid. Because of the saturated conditions, the amount of aggregate bedding on the project overran by around 500% (original quantity 70 Cubic Yards, Paid Quantity 357 Cubic Yards). The contractor used the rock to stabilize the trench bottom and underneath the structures along with encasing approximately 1/2 of the pipe with the rock. Staff anticipates that a little more than the original quantity of bedding would have been sufficient if a dewatering item would have been included in the plans, although a dewatering item would have cost approximately the same amount as the rock overrun.	
Recommended Action/Motion: Staff recommends a motion accepting the overrun of total project cost of \$7,145.65 and approving the final payment to DeChantal Excavating for a total project cost of \$56,067.15.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>56,067.15</u> Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u>	

CITY OF BRAINERD
CITY IMPROVEMENTS 15-11
O STREET SANITARY SEWER INTERCEPTOR REPLACEMENT PROJECT

Pay Estimate: 1 - FINAL			Contract Summary:		
Period Ending			Original Contract Amount		\$ 48,921.50
			Contract Changes	\$ -	
Contractor			Current Contract Amount		\$ 48,921.50
Dechantal Excavating			Value Completed to Date		\$ 56,067.15
PO Box 315			Material on Hand		\$ -
Brainerd, MN 56401			Amount Earned		\$ 56,067.15
			Less Retainage (0%)		\$ -
Contract Times:			Subtotal		\$ 56,067.15
	Substantial	Final	Less Amount Previously Paid		\$ -
Original Final Completion Date	October 21, 2016	October 21, 2016	Liquidated Damages		\$ -
Current Final Completion Date	October 21, 2016	October 21, 2016			
			AMOUNT DUE THIS PAY ESTIMATE		\$ 56,067.15

THIS IS TO CERTIFY THAT THE ITEMS OF WORK SHOWN IN THIS CERTIFICATE OF FINAL PAYMENT HAVE BEEN ACTUALLY FINISHED FOR THE WORK COMPRISING THE ABOVE MENTIONED PROJECT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS HERETOFORE APPROVED AND THAT THIS PAYMENT IS CONSIDERED FINAL FOR ALL WORK PERFORMED AND FINISHED ON THE ABOVE MENTIONED PROJECT. *For Final Estimate Only

Approved by Owner/Engineer

[Signature] 11-1-16
 Date
 City of Brainerd
 501 Center Street
 Brainerd, MN 56401

Approved by Contractor

[Signature] 11-1-16
 Date
 Dechantal Excavating
 PO Box 315
 Brainerd, MN 56401



Payment Summary

Pay Estimate #	From Date	To Date	Work Completed	Retainage Withheld	Payment to Contractor
1 - FINAL	10/17/2016	10/21/2016	\$ 56,067.15	\$ -	\$ 56,067.15
					\$ -
					\$ -
Payment Totals					\$ 56,067.15

IMPROVEMENT 15-11
O STREET SANITARY SEWER INTERCEPTOR REPLACEMENT PROJECT
PAY ESTIMATE #1 - FINAL

ITEM NO.	ITEM DESCRIPTION	CONTRACT ITEMS				PREVIOUS PERIODS		THIS PERIOD		TOTAL TO DATE		% COMP.
		UNIT	QTY.	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	
2021.501	MOBILIZATION	L SUM	1	\$ 2,136.00	\$ 2,136.00		\$ -	1.00	\$ 2,136.00	1.00	\$ 2,136.00	100.00%
2104.501	REMOVE SEWER PIPE (SANITARY)	LIN FT	260	\$ 6.00	\$ 1,560.00		\$ -	290.00	\$ 1,740.00	290.00	\$ 1,740.00	111.54%
2104.509	REMOVE MANHOLE (SANITARY)	EACH	2	\$ 550.00	\$ 1,100.00		\$ -	2.00	\$ 1,100.00	2.00	\$ 1,100.00	100.00%
2451.509	AGGREGATE BEDDING (LV)	CU YD	70	\$ 38.00	\$ 2,660.00		\$ -	357.00	\$ 13,566.00	357.00	\$ 13,566.00	510.00%
2503.511	6" PVC PIPE SEWER	LIN FT	10	\$ 31.65	\$ 316.50		\$ -	11.00	\$ 348.15	11.00	\$ 348.15	110.00%
2503.511	24" PVC PIPE SEWER	LIN FT	254	\$ 55.00	\$ 13,970.00		\$ -	279.00	\$ 15,345.00	279.00	\$ 15,345.00	109.84%
2503.602	SANITARY SEWER SERVICE	EACH	1	\$ 275.00	\$ 275.00		\$ -	1.00	\$ 275.00	1.00	\$ 275.00	100.00%
2503.602	CONNECT INTO EXISTING SANITARY SEWER	EACH	2	\$ 786.00	\$ 1,572.00		\$ -	2.00	\$ 1,572.00	2.00	\$ 1,572.00	100.00%
2503.602	CONSTRUCT SANITARY MANHOLE	EACH	2	\$ 3,301.00	\$ 6,602.00		\$ -	2.00	\$ 6,602.00	2.00	\$ 6,602.00	100.00%
2503.602	CONSTRUCT SANITARY MANHOLE (EXTRA DEPTH)	LIN FT	10	\$ 310.00	\$ 3,100.00		\$ -	9.30	\$ 2,883.00	9.30	\$ 2,883.00	93.00%
2574.525	COMMON TOPSOIL BORROW (LV)	CU YD	110	\$ 23.00	\$ 2,530.00		\$ -	0.00	\$ -	0.00	\$ -	0.00%
2575.555	TURF ESTABLISHMENT	L SUM	1	\$ 2,600.00	\$ 2,600.00		\$ -	0.00	\$ -	0.00	\$ -	0.00%
	SANITARY SEWER BYPASS	L SUM	1	\$ 10,500.00	\$ 10,500.00		\$ -	1.00	\$ 10,500.00	1.00	\$ 10,500.00	100.00%
Base Bid Total					\$ 48,921.50		\$ -		\$ 56,067.15		\$ 56,067.15	114.61%

Change Orders

				\$ -	0.00	\$ -		\$ -	0.00	\$ -	
Change Order Total				\$ -		\$ -		\$ -		\$ -	

Contract Totals				\$ 48,921.50		\$ -		\$ 56,067.15		\$ 56,067.15	114.61%
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Materials on Hand

Invoice #	LS			\$ -	0.00	\$ -		\$ -	0.00	\$ -	
Material on Hand Total				\$ -		\$ -		\$ -		\$ -	

Totals	\$ 56,067.15	\$ 56,067.15
Retainage	\$ -	\$ -
Payment	\$ 56,067.15	\$ 56,067.15



Brainerd City Council Agenda Request

SPW
7
Agenda Item #

Requested Meeting Date: 11/07/2016

Title of Item: Resolution for the Advancement of State Aid Street Funds

☐ 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: Paul Sandy	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 10 Minutes
Summary of Issue: See attached memo.	
Alternatives, Options, Effects on Others/Comments: See attached memo.	
Recommended Action/Motion: Staff recommends adopting the resolution to advance State Aid funds, as per the attached memo. Total amount of the advancement is estimated at \$1,319,500 for the 3 identified projects.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No Please Explain:	

MEMO

TO: Safety and Public Works Committee

FROM: Paul Sandy, Assistant City Engineer

DATE: November 2nd, 2016

RE: Resolution for the Advancement of State Aid Funds to fund projects during the 2017 construction season.

Engineering staff has prepared estimates for the 3 State Aid Projects identified to move forward with at previous meetings. A breakdown of each project with costs, estimated assessments, and total project cost can be seen below:

SAP 108-129-002 Jackson Street Resurfacing – NW 4th Street – City Limits

This project consists of full-depth reclamation of the existing surfacing, placement of 3.5" of hot bituminous pavement, addition of a sidewalk on the south side, and other small incidental items. The total project cost for this improvement including construction, engineering, and contingency is \$350,000. Of the \$350,000, approximately \$65,000 is estimated to be assessed to benefitting properties, approximately \$135,000 is estimated for the sidewalk construction, and the remaining \$150,000 is estimated for the resurfacing of the street. Pavement on Jackson Street has reached its critical point in its life cycle as numerous potholes have developed and it has become a maintenance priority in recent years.

SAP 108-136-003 Buffalo Hills Lane Resurfacing – S 6th Street – Graydon Avenue

This project consists of removing the existing pavement and gravel section and resurfacing the street with 5" of gravel and 3.5" of hot bituminous pavement. There is also an addition and replacement of a few curb ramps in the City right-of-way due to ADA requirements. The total project cost for this improvement including construction, engineering, and contingency is \$380,000. Of the \$380,000, approximately \$165,000 is estimated to be assessed to benefitting properties, approximately \$15,000 is estimated for the sidewalk replacement/construction, and the remaining \$200,000 is estimated for the resurfacing of the street. Pavement on this section of Buffalo Hills has served its effective life cycle and has become a maintenance priority in recent years with numerous potholes that have developed and the higher amount of traffic this portion sees.

SAP 108-113-007 Oak Street Mill and Overlay – S 6th Street to SE 19th Street

This project consists of milling 1.5" of bituminous pavement and the additions of 3" of new hot bituminous pavement on the road surface as well as upgrading all of the curb

ramps within the project limits to meet the new ADA standards for accessibility. As you may recall, a pavement study performed by American Engineering was done to evaluate the severe rutting that is occurring on Oak Street. It was determined that the gravel and pavement section on the street is insufficient to carry the traffic loads the street is experiencing. Thus, it was recommended a total of a 7" pavement section exists to carry the traffic loading. There is also a cost to upgrade the curb ramps to the new ADA standards on the route due. The total project cost for this improvement including construction, engineering, and contingency is \$645,000. Of the \$645,000, none of the cost is proposed to be assessed to benefitting properties, approximately \$265,000 is estimated for the curb ramp construction, and the remaining \$380,000 is estimated for the mill and overlay on the street.

The current unencumbered construction balance in the City's State Aid fund is (\$691,183). The estimated allocation for 2017 as per the Municipal State Aid Funds Needs Report for the City is \$775,386. With our annual allocation to our maintenance fund of \$28,740, it is estimated that our balance for 2017 will be around \$55,500.

With the current estimated balance for 2017 and this advancement of \$1,319,500, our State Aid Balance is estimates be "in the green" again in 2019. This will change if we advance funds for other state aid routes before 2019.

We typically advance enough funds to pay the contractor and cover engineering fees/wages during the project, then reimburse the City's construction fund with assessment proceeds from benefitting properties. Thus, we are proposing to advance the entire construction/engineering/contingency amount for each of the 3 projects. If the total advancement funds are not used or needed for the projects, they simply are removed at the end of the year and the advancement amount reduced.

State Aid Advancement requests are due to the District State Aid Engineer by November 18th for construction projects due to be constructed in 2017.

RESOLUTION
NO _____

RESOLUTION FOR THE ADVANCEMENT OF STATE AID STREET FUNDS

WHEREAS, the Municipality of Brainerd is planning to implement Municipal State Aid Street Projects in 2017 which will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said Municipality is prepared to proceed with the construction of said projects through the use of advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date 03/01/2017	\$55,500
Less estimated disbursements:	
Project # SAP 108-129-002	\$350,000
Project # SAP 108-136-003	\$380,000
Project # SAP 108-113-007	\$645,000
Bond Principle (if any)	\$0
Project Finals (overruns-if any)	\$0
Other _____	\$0
 Total Estimated Disbursements	 \$1,375,000
Advance Amount (amount in excess of acct balance	\$1,319,500

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BRAINERD, that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Projects of the Municipality of Brainerd in an amount up to \$1,319,000. I hereby authorize repayments from the subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from the future year allocations until fully repaid.

Adopted this ____ day of _____, 201__

GARY SCHEELER
President of the Council

Approved this ____ day of _____, 201__

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

Assessable Quantity/Cost	Percentage Assessed to Benefitting Properties
0-100,000	100%
100,000-200,000	75%
200,000-300,000	50%
300,000-400,000	25%
400,000-500,000	10%
Over 500,000	5%

State Aid Portion of Resurfacing

Sidewalk Quantity/Cost

Storm Sewer Quantity/Cost

Total	\$ 265,173.75	\$ 147,557.75	\$ 49,853.88	\$ 97,709.88	\$ 104,568.00	\$ 13,050.00
Contingency (10%)	\$ 26,517.58	\$ 14,755.78	\$ 4,985.39	\$ 9,770.39	\$ 10,456.80	\$ 1,305.00
Engineering (20%)	\$ 53,035.15	\$ 29,511.55	\$ 9,970.78	\$ 19,540.78	\$ 20,913.60	\$ 2,610.00
Total Contract	\$ 344,726.48	\$ 191,825.08	\$ 64,810.04	\$ 127,015.04	\$ 135,938.40	\$ 16,965.00
State Aid Advance	\$ 350,000.00					

Engineer's Estimate of Probable Costs

Improvement No. 16-13 - Buffalo Hills Lane Resurfacing - S 6th Street - Graydon Avenue

Line Number	Item Number	Description	Units	Quantity	Unit Price	Total Cost	Assessable Quantity/Cost		Percentage Assessed to Benefitting Properties	State Aid Portion of Resurfacing		Sidewalk Quantity/Cost		Storm Sewer Quantity/Cost	
							Quantity	Total Cost		Assessed Cost	Percent	Quantity	Total Cost	Quantity	Total Cost
1	2021.501	MOBILIZATION	LUMP SUM	1	\$ 3,500.00	\$ 3,500.00	1	\$ 3,500.00	50.00%	\$ 1,750.00	50.00%	\$ 1,750.00	\$ -	\$ -	\$ -
2	2104.501	REMOVE CONCRETE CURB AND GUTTER	LIN FT	1036	\$ 2.00	\$ 2,072.00	857	\$ 1,714.00	50.00%	\$ 857.00	50.00%	179	\$ 358.00	\$ -	\$ -
3	2104.503	REMOVE CONCRETE SIDEWALK	SQ FT	1029	\$ 2.00	\$ 2,058.00	929	\$ 1,858.00	50.00%	\$ 929.00	50.00%	100	\$ 200.00	\$ -	\$ -
4	2104.505	REMOVE CONCRETE VALLEY GUTTER	SQ YD	22	\$ 4.00	\$ 88.00	22	\$ 88.00	50.00%	\$ 44.00	50.00%	\$ -	\$ -	\$ -	\$ -
5	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	64	\$ 4.00	\$ 256.00	64	\$ 256.00	50.00%	\$ 128.00	50.00%	\$ -	\$ -	\$ -	\$ -
6	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	12043	\$ 1.50	\$ 18,064.50	11988	\$ 17,982.00	50.00%	\$ 8,991.00	50.00%	55	\$ 82.50	\$ -	\$ -
7	2104.509	REMOVE CASTING	EACH	21	\$ 150.00	\$ 3,150.00	4	\$ 600.00	50.00%	\$ 300.00	50.00%	\$ -	\$ -	17	\$ 2,550.00
8	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	476	\$ 2.00	\$ 952.00	462	\$ 924.00	50.00%	\$ 462.00	50.00%	14	\$ 28.00	\$ -	\$ -
9	2105.501	COMMON EXCAVATION (P)	CU YD	760	\$ 10.00	\$ 7,600.00	731	\$ 7,310.00	50.00%	\$ 3,655.00	50.00%	29	\$ 290.00	\$ -	\$ -
10	2105.541	STABILIZING AGGREGATE	CU YD	50	\$ 20.00	\$ 1,000.00	50	\$ 1,000.00	50.00%	\$ 500.00	50.00%	\$ -	\$ -	\$ -	\$ -
11	2130.501	WATER	M GAL	25	\$ 10.00	\$ 250.00	25	\$ 250.00	50.00%	\$ 125.00	50.00%	\$ -	\$ -	\$ -	\$ -
12	2211.501	AGGREGATE BASE COURSE CLASS 5	TON	1006	\$ 19.00	\$ 19,095.00	1005	\$ 19,095.00	64.00%	\$ 12,220.80	36.00%	\$ -	\$ -	\$ -	\$ -
13	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	2765	\$ 50.00	\$ 138,250.00	2765	\$ 138,250.00	46.00%	\$ 63,595.00	54.00%	\$ -	\$ -	\$ -	\$ -
14	2504.602	ADJUST GATE VALVE BOX - WATER	EACH	9	\$ 300.00	\$ 2,700.00	9	\$ 2,700.00	50.00%	\$ 1,350.00	50.00%	\$ -	\$ -	\$ -	\$ -
15	2506.516	CASTING ASSEMBLY	EACH	21	\$ 1,000.00	\$ 21,000.00	4	\$ 4,000.00	50.00%	\$ 2,000.00	50.00%	\$ -	\$ -	17	\$ 17,000.00
16	2506.602	CASTING SEAL	EACH	11	\$ 200.00	\$ 2,200.00	4	\$ 800.00	50.00%	\$ 400.00	50.00%	\$ -	\$ -	7	\$ 1,400.00
17	2521.501	4" CONCRETE WALK	SQ FT	1084	\$ 5.00	\$ 5,420.00	933	\$ 4,665.00	50.00%	\$ 2,332.50	50.00%	151	\$ 755.00	\$ -	\$ -
18	2521.501	6" CONCRETE WALK	SQ FT	376	\$ 6.00	\$ 2,256.00	0	\$ -	50.00%	\$ -	50.00%	376	\$ 2,256.00	\$ -	\$ -
19	2531.501	CONCRETE CURB AND GUTTER, DESIGN B624	LIN FT	1273	\$ 25.00	\$ 31,825.00	1094	\$ 27,350.00	50.00%	\$ 13,675.00	50.00%	179	\$ 4,475.00	\$ -	\$ -
20	2531.507	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	70	\$ 65.00	\$ 4,550.00	70	\$ 4,550.00	50.00%	\$ 2,275.00	50.00%	\$ -	\$ -	\$ -	\$ -
21	2531.604	8" CONCRETE VALLEY GUTTER	SQ YD	22	\$ 100.00	\$ 2,200.00	22	\$ 2,200.00	50.00%	\$ 1,100.00	50.00%	\$ -	\$ -	\$ -	\$ -
22	2531.618	TRUNCATED DOMES	SQ FT	52	\$ 30.00	\$ 1,560.00	0	\$ -	50.00%	\$ -	50.00%	52	\$ 1,560.00	\$ -	\$ -
23	2563.601	TRAFFIC CONTROL	L SUM	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	50.00%	\$ 2,500.00	50.00%	\$ -	\$ -	\$ -	\$ -
24	2563.602	RAISED PAVEMENT MARKER TEMPORARY	EACH	88	\$ 2.00	\$ 176.00	88	\$ 176.00	50.00%	\$ 88.00	50.00%	\$ -	\$ -	\$ -	\$ -
25	2573.530	STORM DRAIN INLET PROTECTION	EACH	15	\$ 150.00	\$ 2,250.00	0	\$ -	50.00%	\$ -	50.00%	\$ -	\$ -	15	\$ 2,250.00
26	2573.535	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	50.00%	\$ 2,500.00	50.00%	\$ -	\$ -	\$ -	\$ -
27	2573.550	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00	50.00%	\$ 1,250.00	50.00%	\$ -	\$ -	\$ -	\$ -
28	2574.525	COMMON TOPSOIL BORROW (LV)	CU YD	90	\$ 30.00	\$ 2,700.00	69	\$ 2,070.00	50.00%	\$ 1,035.00	50.00%	21	\$ 630.00	\$ -	\$ -
29	2575.555	TURF ESTABLISHMENT	LUMP SUM	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00	50.00%	\$ 1,250.00	50.00%	\$ -	\$ -	\$ -	\$ -
30	2575.571	RAPID STABILIZATION METHOD 3	M GAL	1	\$ 50.00	\$ 50.00	1	\$ 50.00	50.00%	\$ 25.00	50.00%	\$ -	\$ -	\$ -	\$ -
31	2582.501	PAVEMENT MESSAGE - EPOXY	SQ FT	82	\$ 2.00	\$ 164.00	82	\$ 164.00	50.00%	\$ 82.00	50.00%	\$ -	\$ -	\$ -	\$ -
32	2582.502	LINE MARKINGS 4" SOLID WHITE - EPOXY	LIN FT	125	\$ 0.25	\$ 31.25	125	\$ 31.25	50.00%	\$ 15.63	50.00%	\$ -	\$ -	\$ -	\$ -
33	2582.502	LINE MARKINGS 4" SOLID YELLOW - EPOXY	LIN FT	670	\$ 0.25	\$ 167.50	670	\$ 167.50	50.00%	\$ 83.75	50.00%	\$ -	\$ -	\$ -	\$ -
34	2582.502	LINE MARKINGS 4" BROKEN YELLOW - EPOXY	LIN FT	400	\$ 0.25	\$ 100.00	400	\$ 100.00	50.00%	\$ 50.00	50.00%	\$ -	\$ -	\$ -	\$ -
35	2582.503	CROSSWALK - EPOXY	SQ FT	450	\$ 2.00	\$ 900.00	450	\$ 900.00	50.00%	\$ 450.00	50.00%	\$ -	\$ -	\$ -	\$ -

Total	\$ 291,585.25	\$ 257,750.75	\$	126,018.68	\$	131,792.08	\$ 10,634.50	\$ 23,200.00
Contingency (10%)	\$ 29,158.53	\$ 25,775.08	\$	12,601.87	\$	13,179.21	\$ 1,063.45	\$ 2,320.00
Engineering (20%)	\$ 58,317.05	\$ 51,550.15	\$	25,203.74	\$	26,346.42	\$ 2,126.90	\$ 4,640.00
Total Contract	\$ 379,060.83	\$ 335,075.98	\$	163,824.28	\$	171,251.70	\$ 13,824.85	\$ 30,160.00
State Aid Advance	\$ 380,000.00							

Engineer's Estimate of Probable Costs

Improvement No. 14-01 - Oak Street Mill and Overlay - S 6th Street - SE 19th Street

State Aid Portion of Resurfacing

Sidewalk Quantity/Cost

Line Number	Item Number	Description	Units	Quantity	Unit Price	Total Cost	Quantity	Assessed Cost	Quantity	Total Cost
1	2021.501	MOBILIZATION	LUMP SUM	1	\$ 3,500.00	\$ 3,500.00	0.5	\$ 1,750.00	0.5	\$ 1,750.00
2	2104.501	REMOVE CONCRETE CURB AND GUTTER	LIN FT	2207	\$ 2.00	\$ 4,414.00		\$ -	2207	\$ 4,414.00
3	2104.503	REMOVE CONCRETE SIDEWALK	SQ FT	7073	\$ 2.00	\$ 14,146.00		\$ -	7073	\$ 14,146.00
4	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	639	\$ 1.50	\$ 958.50		\$ -	639	\$ 958.50
5	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	50	\$ 2.00	\$ 100.00		\$ -	50	\$ 100.00
6	2104.509	REMOVE CASTING	EACH	63	\$ 150.00	\$ 9,450.00		\$ -	63	\$ 9,450.00
7	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	2469	\$ 2.00	\$ 4,938.00		\$ -	2469	\$ 4,938.00
9	2105.501	COMMON EXCAVATION (P)	CU YD	150	\$ 10.00	\$ 1,500.00		\$ -	150	\$ 1,500.00
11	2130.501	WATER	MGAL	25	\$ 10.00	\$ 250.00		\$ -	25	\$ 250.00
12	2211.501	AGGREGATE BASE COURSE CLASS 5	TON	192	\$ 19.00	\$ 3,648.00		\$ -	192	\$ 3,648.00
13	2232.501	MILL BITUMINOUS SURFACE	SQ YD	25961	\$ 1.50	\$ 38,941.50	25961	\$ 38,941.50		\$ -
14	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	5067	\$ 50.00	\$ 253,350.00	4922	\$ 246,100.00	145	\$ 7,250.00
15	2504.602	ADJUST GATE VALVE BOX - WATER	EACH	14	\$ 300.00	\$ 4,200.00	14	\$ 4,200.00		\$ -
16	2504.602	ADJUST CURB BOX	EACH	2	\$ 300.00	\$ 600.00	2	\$ 600.00	2	\$ 600.00
17	2506.516	CASTING ASSEMBLY	EACH	63	\$ 350.00	\$ 22,050.00		\$ -	63	\$ 22,050.00
18	2506.602	CASTING SEAL	EACH	63	\$ 150.00	\$ 9,450.00		\$ -	63	\$ 9,450.00
20	2521.501	6" CONCRETE WALK	SQ FT	8153	\$ 6.00	\$ 48,918.00		\$ -	8153	\$ 48,918.00
21	2531.501	CONCRETE CURB AND GUTTER, DESIGN B624	LIN FT	2207	\$ 25.00	\$ 55,175.00		\$ -	2207	\$ 55,175.00
22	2531.507	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	50	\$ 65.00	\$ 3,250.00		\$ -	50	\$ 3,250.00
23	2531.618	TRUNCATED DOMES	SQ FT	669	\$ 30.00	\$ 20,070.00		\$ -	669	\$ 20,070.00
25	2563.601	TRAFFIC CONTROL	L SUM	1	\$ 7,500.00	\$ 7,500.00	0.5	\$ 3,750.00	0.5	\$ 3,750.00
26	2573.530	STORM DRAIN INLET PROTECTION	EACH	78	\$ 100.00	\$ 7,800.00	78	\$ 7,800.00		\$ -
27	2573.550	EROSION CONTROL SUPERVISOR	L SUM	1	\$ 2,500.00	\$ 2,500.00		\$ -	1	\$ 2,500.00
28	2574.525	COMMON TOPSOIL BORROW (LV)	CU YD	50	\$ 30.00	\$ 1,500.00		\$ -	50	\$ 1,500.00
29	2575.555	TURF ESTABLISHMENT	L SUM	1	\$ 2,500.00	\$ 2,500.00		\$ -	1	\$ 2,500.00
30	2575.571	RAPID STABILIZATION METHOD 3	MGAL	5	\$ 50.00	\$ 250.00		\$ -	5	\$ 250.00
31	2582.501	PVMT MSG - LEFT ARROW - EPOXY	EACH	3	\$ 130.00	\$ 390.00	3	\$ 390.00		\$ -
32	2582.501	PVMT MSG - RIGHT ARROW - EPOXY	EACH	7	\$ 130.00	\$ 910.00	7	\$ 910.00		\$ -
33	2582.501	PVMT MSG - RIGHT - THRU ARROW - EPOXY	EACH	5	\$ 200.00	\$ 1,000.00	5	\$ 1,000.00		\$ -
34	2582.501	PVMT MSG - LEFT - THRU ARROW - EPOXY	EACH	6	\$ 200.00	\$ 1,200.00	6	\$ 1,200.00		\$ -
35	2582.502	4" SOLID WHITE - EPOXY	LIN FT	9210	\$ 0.30	\$ 2,763.00	9210	\$ 2,763.00		\$ -
36	2582.502	4" DOUBLE SOLID LINE YELLOW - EPOXY	LIN FT	1267	\$ 0.75	\$ 950.25	1267	\$ 950.25		\$ -
37	2582.502	4" SOLID LINE YELLOW - EPOXY	LIN FT	1445	\$ 0.35	\$ 505.75	1445	\$ 505.75		\$ -
38	2582.502	4" BROKEN LINE YELLOW - EPOXY	LIN FT	3036	\$ 0.40	\$ 1,214.40	3036	\$ 1,214.40		\$ -
39	2582.503	CROSSWALK/STOP BAR - EPOXY - WHITE	SQ FT	3026	\$ 2.00	\$ 6,052.00	3026	\$ 6,052.00		\$ -

Total	\$ 535,944.40	\$	318,126.90	\$ 218,417.50
Contingency (10%)	\$ 53,594.44	\$	31,812.69	\$ 21,841.75
Engineering (10%)	\$ 53,594.44	\$	31,812.69	\$ 21,841.75
Total Contract	\$ 643,133.28	\$	381,752.28	\$ 262,101.00
State Aid Advance \$ 650,000.00				

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

November 7, 2016
City Hall Conference Room
6:30 P.M.

1. Approval of Bills & Payments to Contractors

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained</u>
CWC Hwy Dept	16-02	College Drive Striping	\$5,769	\$0
Tim Thompson Plmbg	16-06	San Sewer Block 46	\$21,330	\$0
Anderson Brothers	16-06	San Sewer Block 46	\$95,054	\$960
DeChantel Excavating	15-11	O Street Interceptor	\$56,067	\$0

2. Fire Department – Muriel West Fine Review

3. Deferred Assessment Criteria Review

4. Meal Reimbursement Rates

5. Estimated Market Value Update

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

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0087	VISIT BRAINERD					
		I-SEPTEMBER 2016	101-49200-3340	LODGING TAX R SEPTEMBER 2016 LODGING	073830	855.35
01-0125	CONSOLIDATED TELEPHONE					
		I-20377139	101-41800-3321	TELEPHONE 10/12-11/11 INTERNET/PHONE	073742	554.27
		I-20377139	101-41400-3321	TELEPHONE 10/12-11/11 INTERNET/PHONE	073742	11.23
		I-20377139	101-41700-3321	TELEPHONE 10/12-11/11 INTERNET/PHONE	073742	7.83
		I-20377139	101-42400-3321	TELEPHONE 10/12-11/11 INTERNET/PHONE	073742	5.14
		I-20377139	101-41910-3321	TELEPHONE 10/12-11/11 INTERNET/PHONE	073742	8.35
		I-20377139	101-41940-3321	TELEPHONE 10/12-11/11 INTERNET/PHONE	073742	79.05
01-0133	CWC RECORDER					
		I-201100006975	101-41700-3350	PRINTING/LEGA RECORDED RES DOC A879787 LAKEV	073749	46.00
01-0203	HOLDEN ELECTRIC					
		I-44288	101-49200-3438	MISC SPECIAL ADDED 4 OUTLETS COUNCIL CHAMBE	073767	513.97
01-0215	JANITORIAL SERVICES OF					
		I-117679	101-41940-3300	PROFESSIONAL OCTOBER CLEANING SERVICES	073771	589.70
01-0220	KENNEDY & GRAVEN					
		I-133843	101-49200-3300	PROFESSIONAL GENERAL FINAN THRU 9/30/16	073774	475.00
01-0232	LEAGUE MN CITIES INS TR					
		I-54670	101-41400-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	359.25
		I-54670	101-41700-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	149.85
		I-54670	101-41700-3363	INS - AUTO 3RD INSTALLMENT INSURANCE	073778	143.25
		I-54670	101-41800-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	120.33
		I-54670	101-41910-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	80.28
		I-54670	101-41940-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	26.76
		I-54670	101-42400-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	250.96
		I-54670	101-42400-3363	INS - AUTO 3RD INSTALLMENT INSURANCE	073778	132.75
		I-54670	101-49200-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	5,785.06
		I-54670	101-49200-3362	INS - PROPERT 3RD INSTALLMENT INSURANCE	073778	1,258.25
		I-54670	101-49200-3363	INS - AUTO 3RD INSTALLMENT INSURANCE	073778	174.50
		I-54670	101-49200-3365	INS - OTHER 3RD INSTALLMENT INSURANCE	073778	458.00
01-0284	OFFICE SHOP					
		I-1013994-0	101-41910-2200	OFFICE SUPPLI CITY PLANNER NAME PLATE	073803	19.51
		I-1013994-1	101-41940-2210	OPERATING SUP COPY PAPER	073803	301.15
		I-1014339-0	101-41400-2200	OFFICE SUPPLI CALCULATOR INK RIBBON	073803	5.96
		I-1014796-0	101-41940-2210	OPERATING SUP 2 CASE TOWELS & 1 CASE HAND SO	073803	111.50
01-0291	PIKE PLUMBING AND HEATI					
		I-64619	101-41940-2220	REPAIR & MAIN INSTALL LAV FAUCET & GRID DRAI	073807	295.12
01-0293	PITNEY BOWES RESERVE AC					
		I-10/21/16 REFILL	101-15500	PREPAID EXPEN POSTAGE REFILL 10/21/2016	073808	500.00

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0307	CENTER POINT ENERGY					
		I-5942870-6/OCT 16	101-41940-3380	UTILITIES 9/19-10/18 HEAT	073738	353.40
		I-6031615-5/OCT 16	101-41940-3380	UTILITIES 9/19-10/18 HEAT	073738	40.18
01-0332	TRU GREEN					
		I-269018	101-49200-3430	MISCELLANEOUS CITY HALL GROUNDS TREATMENT	073821	47.38
01-0447	CDW GOVERNMENT, INC					
		I-FMS2341	101-41400-2210	OPERATING SUP BLACK TONER ADMIN DELL	073737	69.17
01-0533	INSTY-PRINTS					
		I-84450	101-41410-2210	OPERATING SUP ELECTION SIGN	073769	58.00
01-0745	BATTERIES PLUS					
		I-035-318593	101-41940-2220	REPAIR & MAIN 1 6V LEAD BATTERY	073729	14.99
01-1	MISCELLANEOUS VENDOR					
	GPRS	I-10/17/16	101-41400-3330	PROFESSIONAL GOV'T PR REVIEW SEMINAR - TORR	073761	50.00
	TOTAL CONSTRUCTION	I-NOV 2016	101-32210	BUILDING PERM REFUND BLDG PERMIT 2016-00669	073820	927.92
01-1432	INTEGRA TELECOM					
		I-14227101	101-41940-3321	TELEPHONE ELEVATOR PHONE 10/23-11/22	073770	47.47
01-1753	MARCO					
		I-INV3686293	101-41800-5570	CAPITAL - OFF FIREWALL UPDATES	073785	9,000.00
		I-INV3737331	101-41800-3309	COMPUTER SUPP CISCO LICENSE USERS 5YR	073785	335.00
01-2193	GOVERNMENT FINANCE OFFI					
		I-0193392S-2016	101-41400-3433	DUES & SUBSCR GAAFR NEWSLETTER RENEWAL 16-17	073760	50.00
01-2196	MN CITY/COUNTY MGMT ASS					
		I-2016-2017	101-41400-3433	DUES & SUBSCR 2016-2017 MEMBERSHIP THOREEN	073792	138.00
01-2257	U.S. BANK					
		I-OCT 16 ADM	101-41400-3330	PROFESSIONAL ARROWWOOD - HOTEL HILLMAN GFOA	073823	247.24
		I-OCT 16 ADM	101-41940-2212	MOTOR FUELS PETRO PLUS - FUEL	073823	26.00
		I-OCT 16 ADM	101-41400-3330	PROFESSIONAL GFOA - WEBINAR - HILLMAN	073823	70.00
		I-OCT 16 ADM	101-49200-3430	MISCELLANEOUS BOX.NET - WEB SUPPORT ATTORNEY	073823	15.00
		I-OCT 16 ENG	101-41700-3330	PROFESSIONAL UOFM - APWA MN CONF SANDY	073823	245.00
		I-OCT 16 ENG	101-49200-3430	MISCELLANEOUS AMAZON - 20 COPIES OF WHO MOVE	073823	227.80
		I-OCT 16 ENG	101-41700-3330	PROFESSIONAL UOFM - APWA CONF HULSETH	073823	245.00
		I-OCT 16 PLN	101-41910-3433	DUES & SUBSCR CONSTANT CONTACT	073823	20.00
01-2385	GOVERNMENTJOBS.COM, INC					
		I-INV19410	101-41400-5580	CAPITAL - OTH BENEFIT SOFTWARE	073797	7,174.00
01-2649	GTS EDUCATIONAL EVENTS					
		I-1890965-96904583	101-41800-3330	PROFESSIONAL REGIST GOV IT SYMP - LORI T	073762	400.00
		I-1890965-96904583	101-41800-3330	PROFESSIONAL REGIST GOV IT SYMP - SHAWN S	073762	400.00

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2924	VERIZON WIRELESS					
		I-9774179869	101-41940-3321	TELEPHONE GPS SATELLITE ACCESS	073829	35.01
01-3343	ARROW MANAGEMENT					
		I-20804	101-42400-3405	NUISANCES 10/18 MOW - 1013 12TH ST SE	073728	65.00
01-3413	RATWIK, ROSZAK AND MALO					
		I-59410	101-41610-3301	CITY ATTORNEY SEPTEMBER 2015 ATTORNEY	073809	464.00
		I-SEPTEMBER 2016	101-41610-3301	CITY ATTORNEY SEPTEMBER ATTORNEY RETAINER	073809	3,628.89
		I-SEPTEMBER 2016	101-14100	DUE FROM COMP BPU SEPTEMBER ATTORNEY	073809	29.00
01-3469	LAKES AREA MAT SERVICE					
		I-#522: 20161004	101-41940-3410	RENTAL EXPENS #522 CITY HALL RUG SERVICE	073777	49.91
		I-#522: 20161018	101-41940-3410	RENTAL EXPENS #522 CITY HALL RUG SERVICE	073777	49.91
			FUND	101 GENERAL FUND	TOTAL:	37,841.64

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 203 TRANSIT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD					
		I-NOVEMBER 2016	203-49000-3410	RENTAL EXPENS NOVEMBER 2016 TRANSIT RENT	073740	500.00
01-0125	CONSOLIDATED TELEPHONE					
		I-20377139	203-49000-3321	TELEPHONE 10/12-11/11 INTERNET/PHONE	073742	20.79
01-0232	LEAGUE MN CITIES INS TR					
		I-54670	203-49000-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	291.75
		I-54670	203-49000-3363	INS - AUTO 3RD INSTALLMENT INSURANCE	073778	5,717.75
01-0284	OFFICE SHOP					
		I-1014508-0	203-49000-2200	OFFICE SUPPLI ZIPPER LOCK BAGS - TOKENS	073803	6.32
01-0381	STONE, ANDER					
		I-NOV 2016	203-49000-3330	PROFESSIONAL PARKING FEE & MEALS 2016 MPTA	073817	16.00
01-0447	CDW GOVERNMENT, INC					
		I-FMS2341	203-49000-2200	OFFICE SUPPLI BLACK TONER TRANSIT	073737	103.28
01-1597	USA NORTHLAND DIRECTORI					
		I-NOV 2016	203-49000-3340	ADVERTISING/M WHITE PAGES ADVERTISING	073828	319.00
01-2257	U.S. BANK					
		I-OCT 16 TRANS	203-49000-2210	OPERATING SUP AMAZON - 3 BATTERIES TABLETS	073823	66.14
		I-OCT 16 TRANS	203-49000-3330	PROFESSIONAL HILTON - LODGING MPTA CONF	073823	437.67
		I-OCT 16 TRANS	203-49000-3330	PROFESSIONAL SA - FUEL MPTA CONF	073823	24.00
		I-OCT 16 TRANS	203-49000-3330	PROFESSIONAL DELTA - BAGGAGE RMUC CONF	073823	25.00
		I-OCT 16 TRANS	203-49000-3330	PROFESSIONAL INTERCONT - LODGING RMUC CONF	073823	707.52
		I-OCT 16 TRANS	203-49000-3330	PROFESSIONAL DELTA - BAGGAGE RMUC CONF	073823	25.00
			FUND	203 TRANSIT FUND	TOTAL:	8,260.22

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 211 LIBRARY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-242402	211-45500-2220	REPAIR & MAIN SPRINKLER REPAIR	073721	17.41
01-0102	CANON FINANCIAL SERVICE					
		I-16577806	211-45505-3430	MISC - COPY M CONTRACT CHARGE	073736	92.98
01-0232	LEAGUE MN CITIES INS TR					
		I-54670	211-45500-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	33.25
		I-54670	211-45500-3362	INS - PROPERT 3RD INSTALLMENT INSURANCE	073778	831.25
		I-54670	211-45500-3365	INS - OTHER 3RD INSTALLMENT INSURANCE	073778	154.75
01-0307	CENTER POINT ENERGY					
		I-6032449-8/OCT 16	211-45500-3380	UTILITIES HEAT 9/19-10/18	073738	356.97
01-0344	WASTE PARTNERS INC					
		I-69X01408	211-45500-3430	MISCELLANEOUS WASTE DISPOSAL SEPTEMBER	073831	70.14
01-0736	NORTHLAND FIRE PROTECTI					
		I-24289	211-45500-3400	REPAIR & MAIN ANNUAL SPRINKLER INSPECTION	073800	195.00
01-1	MISCELLANEOUS VENDOR					
DEMCO		I-62770462	211-45500-2240	LIBRARY MATER BOOK REPAIR & PROCESSING	073753	205.02
01-2257	U.S. BANK					
		I-OCT 16 LIB	211-45501-3430	MISC - SPECIF AMAZON - BATTERIES/LED LIGHTS	073823	83.06
		I-OCT 16 LIB	211-45500-2220	REPAIR & MAIN HOME DEPOT - RECYCLE BINS	073823	84.39
		I-OCT 16 LIB	211-45501-3430	MISC - SPECIF SWEETWATER SOUND - WIRELESS MI	073823	298.68
		I-OCT 16 LIB	211-45501-3430	MISC - SPECIF MENARDS - OUTDOOR PROJECT	073823	59.44
		I-OCT 16 LIB	211-45501-3430	MISC - SPECIF AMAZON - RETURN 2 SIGNS	073823	31.23-
		I-OCT 16 LIB	211-45501-3430	MISC - SPECIF MYDRIVERSMANUALS - CDL & DRIVE	073823	424.46
01-3438	D - D BEVERAGE, LLC					
		I-79515	211-45500-2220	REPAIR & MAIN SOAP & TISSUE	073751	103.85
				FUND 211 LIBRARY FUND	TOTAL:	2,979.42

PAGE: 6

FUND : 223 DRUG FORFEITURE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0085	BRAINERD POLICE DEPT					
		I-AUG-SEP 16	223-42140-3432	UNDERCOVER SU ICR: 16011003 LIQUOR SUPPLY	073732	8.00
		I-AUG-SEP 16	223-42140-3432	UNDERCOVER SU ICR: 16011004 LIQUOR SUPPLY	073732	10.00
		I-AUG-SEP 16	223-42140-3432	UNDERCOVER SU ICR: 16011006 LIQUOR SUPPLY	073732	10.00
		I-AUG-SEP 16	223-42140-3432	UNDERCOVER SU ICR: 16013648 LIQUOR SUPPLY	073732	5.00
01-0086	CITY OF BRAINERD					
		I-ICR: 16006982	223-22800	OTHER LIABILI ICR: 16006982	073740	168.20
01-0136	CWC ATTORNEY					
		I-ICR: 16006982	223-22800	OTHER LIABILI ICR: 16006982	073747	35.20
01-0586	MN STATE TREASURER					
		I-ICR: 16006982	223-22800	OTHER LIABILI ICR: 16006982	073794	17.60
				FUND 223 DRUG FORFEITURE	TOTAL:	254.00

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 224 DUI FORFEITURE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0888	WEST BRAINERD AUTO SERV	I-26449	224-42150-2210	OPERATING EXP TOW: ICR 16014180	073832	45.00
			FUND	224 DUI FORFEITURE	TOTAL:	45.00

PACKET: 03827 11/07/16 COUNCIL
 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		C-243027	225-42220-2210	OPERATING SUP KEY LONG ARM & HEXBIT CREDIT	073721	20.68-
		I-242837	225-42220-2210	OPERATING SUP GROUND PLUG	073721	6.28
		I-243025	225-42220-2210	OPERATING SUP WRENCH, HEXBIT, KEY ARM	073721	24.90
		I-243041	225-42220-2210	OPERATING SUP FASTENERS, ALUM SHEET, KEY ARM	073721	8.51
		I-243060	225-42120-2210	OPERATING SUP TREADMILL REPAIR SUPPLIES	073721	4.15
		I-243241	225-42220-2210	OPERATING SUP BUG INSECTICIDE	073721	8.99
01-0085	BRAINERD POLICE DEPT					
		I-AUG-SEP 16	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073732	0.89
		I-AUG-SEP 16	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073732	3.97
01-0102	CANON FINANCIAL SERVICE					
		I-16577807	225-42220-3331	LEASE PAYMENT NOVEMBER COPIER LEASE	073736	66.23
01-0125	CONSOLIDATED TELEPHONE					
		I-20377139	225-42120-3309	COMPUTER TECH 10/12-11/11 INTERNET/PHONE	073742	26.25
		I-20377139	225-42120-3321	TELEPHONE 10/12-11/11 INTERNET/PHONE	073742	139.70
		I-20377139	225-42220-3321	TELEPHONE 10/12-11/11 INTERNET/PHONE	073742	29.88
01-0164	DOOR DOCTOR, THE					
		I-50213	225-42220-2220	REPAIR & MAIN DOOR REPAIR	073755	377.50
01-0177	FIRST IMPRESSION PRINTI					
		I-65817	225-42120-2200	OFFICE SUPPLI PAYROLL LEAVE SLIPS & OT/COMP	073759	140.70
01-0209	HEARTLAND TIRE INC.					
		I-69336	225-42120-2221	SQUAD CAR REP SQD 416 - 2 TIRES	073763	329.96
01-0226	LAKES AREA MAT SERVICE					
		I-#580: 20161004	225-42120-3430	MISCELLANEOUS #580 POLICE DEPT MAT SERVICE	073776	40.15
		I-#5820: 20161018	225-42120-3430	MISCELLANEOUS #580 POLICE DEPT MAT SERVICE	073776	40.15
01-0232	LEAGUE MN CITIES INS TR					
		I-54670	225-42120-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	13,226.25
		I-54670	225-42120-3362	INS - PROPERT 3RD INSTALLMENT INSURANCE	073778	443.25
		I-54670	225-42120-3363	INS - AUTO 3RD INSTALLMENT INSURANCE	073778	1,794.50
		I-54670	225-42120-3365	INS - OTHER 3RD INSTALLMENT INSURANCE	073778	172.50
		I-54670	225-42220-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	449.75
		I-54670	225-42220-3362	INS - PROPERT 3RD INSTALLMENT INSURANCE	073778	456.25
		I-54670	225-42220-3363	INS - AUTO 3RD INSTALLMENT INSURANCE	073778	4,091.50
		I-54670	225-42220-3365	INS - OTHER 3RD INSTALLMENT INSURANCE	073778	362.00
01-0242	MALLIE LAW OFFICE, PA					
		I-NOVEMBER 2016	225-42127-3310	MISDEMEANOR P NOVEMBER 2016	073784	14,973.44
01-0255	XTREME LAWN CARE LLC					
		I-510	225-42220-3300	PROFESSIONAL OCT LAWN CARE STATION 1	073833	150.00
		I-510	225-42220-3300	PROFESSIONAL OCT LAWN CARE STATION 2	073833	15.00

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 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0265	OFFICE OF ENTERPRISE TE	I-W16090722	225-42127-3430	MISC - PROSEC SEP CITY PROSECUTOR PHONE	073802	63.90
01-0273	NAPA AUTO PARTS	I-004304	225-42220-2210	OPERATING SUP BIT	073796	4.78
01-0307	CENTER POINT ENERGY	I-5956221-5/OCT 16	225-42120-3380	UTILITIES 9/19-10/18 HEAT	073738	15.85
		I-6004720-6/OCT 16	225-42220-3380	UTILITIES 9/19-10/18 HEAT	073738	27.58
01-0316	SHIPMAN AUTO PARTS	I-496555	225-42120-3430	MISCELLANEOUS USED BATTERY/14011684	073813	25.00
01-0427	NISSWA POLICE DEPT	I-3RD QTR 2016	225-20800	DUE TO OTHER TOWARD ZERO DEATHS JUL-SEP	073798	1,284.83
01-0497	SIRCHIE FINGER PRINT LA	I-0274471-IN	225-42120-2210	OPERATING SUP EVIDENCE SUPPLIES	073814	316.57
01-0736	NORTHLAND FIRE PROTECTI	I-2642-1	225-42120-2209	SAFETY EQUIPM RECHARGE FIRE EXTINGUISHERS	073800	51.15
01-0745	BATTERIES PLUS	C-035-317722	225-42120-2210	OPERATING SUP RETURN BATTERY ADAPTER CORD	073729	13.95-
		I-035-317706	225-42120-2210	OPERATING SUP BATTERY RECHARGER ADAPTER CORD	073729	13.95
		I-035-317864	225-42120-2220	REPAIR & MAIN FLUORESCENT BULBS	073729	20.61
		I-035-317864	225-42120-3430	MISCELLANEOUS FLUORESCENT BULB RECYCLING	073729	4.45
		I-035-318041	225-42220-2210	OPERATING SUP AAA & 9V BATTERIES	073729	29.64
		I-035-318215	225-42120-2210	OPERATING SUP AED BATTERIES	073729	116.70
		I-035-318625	225-42120-2210	OPERATING SUP 24-AA, 24-AAA, 12-CR123 BATTER	073729	58.44
01-0814	TASER INTERNATIONAL INC	I-SI1455469	225-42120-1113	UNIFORM ALLOW 720 - TASER HOLSTER	073818	68.07
01-0888	WEST BRAINERD AUTO SERV	I-25990	225-42120-3430	MISCELLANEOUS TOW: ICR 14011684	073832	45.00
01-0900	CUB FOODS - BRAINERD	I-OCTOBER 2016	225-42220-2210	OPERATING SUP OPEN HOUSE SUPPLIES	073746	289.44
		I-OCTOBER 2016	225-42220-2210	OPERATING SUP LAUNDRY DETERGENT, DISH LIQUID	073746	27.07
01-1	MISCELLANEOUS VENDOR					
	BRYCE ALSTON FLANA	I-2016.01	225-42120-2210	OPERATING SUP COMPLIANCE CHECKS	073735	67.50
	BRANDEN CODY TANDE	I-2016.02	225-42120-2210	OPERATING SUP COMPLIANCE CHECKS	073733	37.50
	RIKKIA JULIENA SMI	I-2016.03	225-42120-2210	OPERATING SUP COMPLIANCE CHECKS	073810	45.00
01-1156	CWC SHERIFF	I-3RD QTR 2016	225-20800	DUE TO OTHER TOWARD ZERO DEATHS JUL-SEP	073750	1,981.62

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 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1343	CHARTER COMMUNICATIONS					
		I-OCT-NOV 16	225-42220-3380	UTILITIES OCT-NOV NE STATION	073739	7.32
01-1388	HEIMAN INC.					
		I-0851529-IN	225-42225-2250	PERSONAL PROT PPE NAME PANELS	073765	290.00
01-1815	F.I.R.E. CROSSLAKE					
		I-2033	225-42225-3330	PROFESSIONAL CONFINED SPACE TRAINING	073757	500.00
		I-2033	225-42220-3330	PROFESSIONAL CONFINED SPACE TRAINING	073757	50.00
01-1897	SERVICEMASTER CLEAN OF					
		I-30147	225-42220-3300	PROFESSIONAL CARPET CLEANING	073812	495.00
01-1912	MINNEAPOLIS FINANCE DEP					
		I-400451000473	225-42120-3309	COMPUTER TECH SEP APS COMP SUPPORT	073790	486.90
01-2068	BAXTER POLICE DEPARTMEN					
		I-3RD QTR 2016	225-20800	DUE TO OTHER TOWARD ZERO DEATHS JUL-SEP	073731	2,750.34
01-2072	BREEZY POINT POLICE DEP					
		I-3RD QTR 2016	225-20800	DUE TO OTHER TOWARD ZERO DEATHS JUL-SEP	073734	1,872.26
01-2073	PEQUOT LAKES POLICE DEP					
		I-3RD QTR 2016	225-20800	DUE TO OTHER TOWARD ZERO DEATHS JUL-SEP	073806	1,485.75
01-2075	CROSSLAKE POLICE DEPART					
		I-3RD QTR 2016	225-20800	DUE TO OTHER TOWARD ZERO DEATHS JUL-SEP	073744	1,613.16
01-2137	O'REILLY AUTOMOTIVE STO					
		I-1647-170086	225-42120-2221	SQUAD CAR REP STARTER FLUID	073801	3.49
01-2257	U.S. BANK					
		I-OCT 16 FD	225-42220-2210	OPERATING SUP HOCKEY HOUSE - EQUIP LABEL TAP	073823	8.97
		I-OCT 16 FD	225-42220-2210	OPERATING SUP FLEET FARM - TOTES, TRAILER LI	073823	64.32
		I-OCT 16 FD	225-42220-2220	REPAIR & MAIN SUB-AQUATICS - PARATECH COUPLI	073823	45.95
		I-OCT 16 FD	225-42220-3309	COMPUTER TECH BEST BUY - 2 MONITORS	073823	239.98
		I-OCT 16 FD	225-42220-3309	COMPUTER TECH NEWEGG - NETWORK CABLE ADAPTER	073823	11.79
		I-OCT 16 FD	225-42220-3309	COMPUTER TECH NEWEGG - SPLITTER MONITOR VIDE	073823	5.70
		I-OCT 16 FD	225-42220-2210	OPERATING SUP MN SEW & VAC - BRUSHROLL	073823	59.99
		I-OCT 16 FD	225-42220-2210	OPERATING SUP HARRINGTON - REPAIR KIT	073823	135.15
		I-OCT 16 PD	225-42131-2210	OPERATING SUP GALLS - 705 TRT EQUIPMENT	073823	24.99
		I-OCT 16 PD	225-42120-2210	OPERATING SUP TRANSUNION - SSN TICKET #S	073823	25.00
		I-OCT 16 PD	225-42120-3330	PROFESSIONAL BCA CJTE - CREDIT 705 FIELD AN	073823	75.00-
		I-OCT 16 PD	225-42120-3330	PROFESSIONAL BCA CJTE - CREDIT 707 FIELD AN	073823	75.00-
		I-OCT 16 PD	225-42120-3322	POSTAGE POSTMASTER - 200 POSTAGE STAMP	073823	94.00
		I-OCT 16 PD	225-42120-2200	OFFICE SUPPLI VARIDESK - 36" CUBE CORNER DES	073823	495.00
		I-OCT 16 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073823	2.64
		I-OCT 16 PD	225-42120-1113	UNIFORM ALLOW AMAZON - 704-UNIFORM BOOTS	073823	170.95
		I-OCT 16 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073823	6.47

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 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2257	U.S. BANK	continued				
		I-OCT 16 PD	225-42120-2210	OPERATING SUP ULINE - EVIDENCE TAGS	073823	112.27
		I-OCT 16 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	073823	2.62
		I-OCT 16 PD	225-42120-3305	CRIME PREVENT WALMART - HALLOWEEN SAFETY SUP	073823	6.44
01-2577	KRAEMER, ELAINE					
		I-10282016	225-42220-3330	PROFESSIONAL MILEAGE REIM - TRAINING	073775	68.26
01-2902	ADVANCE AUTO PARTS					
		I-6574628626869	225-42120-2221	SQUAD CAR REP SQD 404 - BULB	073724	14.99
01-2924	VERIZON WIRELESS					
		I-9773735454	225-42220-3321	TELEPHONE OCT-NOV 2016 IPADS SERVICE	073829	175.05
01-3018	NORTH COUNTRY JANITORIA					
		I-OCT 2016	225-42120-3300	PROFESSIONAL OCTOBER JANITORIAL SERVICES	073799	1,000.00
01-3138	ST. LOUIS MRO INC.					
		I-40256	225-42120-3300	PROFESSIONAL 1 PRE-EMP TEST	073815	24.50
01-3168	MOTORS-N-MORE					
		I-24607	225-42120-2221	SQUAD CAR REP SQD 924 - STARTER	073795	255.14
		I-24619	225-42120-2221	SQUAD CAR REP SQD 424 - OIL CHANGE	073795	23.00
		I-24623	225-42120-2221	SQUAD CAR REP SQD 924 - WATER PUMP	073795	148.17
		I-24630	225-42120-2221	SQUAD CAR REP SQD 423 - OIL CHANGE	073795	23.00
01-3202	INNOVATIVE OFFICE SOLUT					
		I-IN1372347	225-42120-2200	OFFICE SUPPLI TONER & OFFICE SUPPLIES	073768	190.62
01-3320	ESSENTIA HEALTH					
		I-SEPTEMBER 2016	225-42225-3300	PROFESSIONAL 1 VACCINE POC	073756	66.00
		I-SEPTEMBER 2016	225-42120-3300	PROFESSIONAL 1 PRE-EMPLOYMENT TESTING	073756	125.00
01-3379	YARDCREATIONS LLC					
		I-3346	225-42120-3300	PROFESSIONAL IRRIGATION WINTERIZATION	073834	150.00
01-3383	MILLS INDOOR SHOOTING A					
		I-66787	225-42120-3330	PROFESSIONAL ISA RANGE TIME	073789	350.00
		I-66787	225-42120-2220	REPAIR & MAIN CLEANING PATCHES	073789	20.67
		I-66787	225-42120-2210	OPERATING SUP CAMERA BATTERY	073789	5.99
01-3394	MIDWEST MACHINERY CO					
		I-1370475	225-42220-2210	OPERATING SUP GENERATOR OIL CAP	073788	6.65
01-3428	TURFCARE, INC.					
		I-13475	225-42220-3300	PROFESSIONAL MAIN STATION WINTER FERTILIZER	073822	115.00
		I-13476	225-42220-3300	PROFESSIONAL NE STATION WINTER FERTILIZER	073822	69.70
01-3438	D - D BEVERAGE, LLC					

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FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
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01-3438	D - D BEVERAGE, LLC	continued				
	I-79561		225-42220-2210	OPERATING SUP DISH SOAP AND MISC SUPPLIES	073751	38.10

FUND	225	PUBLIC SAFETY FUND	TOTAL:	55,728.96
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VENDOR SET: 01

FUND : 230 PARK & RECREATION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0102	CANON FINANCIAL SERVICE					
		I-16577805	230-45200-3331	LEASE PAYMENT COPIER LEASE - OCTOBER	073736	177.79
01-0170	FASTENAL COMPANY					
		I-MNBAX200071	230-45207-2220	REPAIR & MAIN HARDWARE - MILLS FIELD	073758	56.88
01-0203	HOLDEN ELECTRIC					
		I-44307	230-45200-2220	REPAIR & MAIN REPLACE PANEL & 20 AMP BRAKERS	073767	1,295.25
01-0232	LEAGUE MN CITIES INS TR					
		I-54670	230-45200-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	660.25
		I-54670	230-45200-3362	INS - PROPERT 3RD INSTALLMENT INSURANCE	073778	679.00
		I-54670	230-45200-3363	INS - AUTO 3RD INSTALLMENT INSURANCE	073778	455.75
		I-54670	230-45200-3365	INS - OTHER 3RD INSTALLMENT INSURANCE	073778	279.75
01-0284	OFFICE SHOP					
		C-C1006538-0	230-45200-2200	OFFICE SUPPLI RETURNED PENS & EXCHANGED	073803	16.29-
		I-1011123-0	230-45200-2200	OFFICE SUPPLI PENS	073803	15.29
		I-1013686-0	230-45200-2200	OFFICE SUPPLI DATE STAMP & FILING SUPPLIES	073803	43.07
		I-1013745-0	230-45200-2200	OFFICE SUPPLI NOTARY STAMP	073803	32.95
01-0356	HIRSHFIELD'S DECORATING					
		I-09120400	230-45207-2220	REPAIR & MAIN PAINT MILLS FIELD	073766	122.84
		I-09120400	230-45200-2220	REPAIR & MAIN PAINT LMP PAVILION 1	073766	156.10
01-0455	PARTY WORLD					
		I-30935	230-45211-2210	OPERATING SUP PLAY EQUIP RENTAL - PUMPKIN FE	073805	472.40
01-0889	MENARDS - BAXTER					
		I-33922	230-45200-2220	REPAIR & MAIN STEP IN POST GGP	073787	29.80
		I-34545	230-45207-2220	REPAIR & MAIN PLYWOOD - MILLS FIELD	073787	153.60
		I-35285	230-45200-2220	REPAIR & MAIN WINDOW BLIND - OFFICE	073787	8.97
		I-35330	230-45200-2200	OFFICE SUPPLI KIOSK MATERIALS - OFFICE	073787	14.63
01-1692	SAILER, TONY					
		I-10281601	230-45200-3330	PROFESSIONAL MEAL & HOTEL REIM CONFERENCE	073811	467.47
01-2028	ABM EQUIPMENT & SUPPLY					
		I-0149412-IN	230-45200-2220	REPAIR & MAIN ANNUAL INSPECTION - BUCKET TRU	073720	473.64
01-2137	O'REILLY AUTOMOTIVE STO					
		I-1647-16948	230-45200-2220	REPAIR & MAIN DEGREASER, STABIL, ADDITIVE	073801	26.95
		I-1647-170246	230-45200-2220	REPAIR & MAIN OIL FILTERS	073801	8.98
01-2257	U.S. BANK					
		I-OCT 16 PK	230-45200-2200	OFFICE SUPPLI DOLLAR TREE - FRAMES FOR OFFIC	073823	16.00
		I-OCT 16 PK	230-45204-2210	OPERATING SUP COUNTRY HEARTH - BUNS	073823	6.00
01-2589	STAPLES ADVANTAGE					

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VENDOR SET: 01

FUND : 230 PARK & RECREATION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-2589	STAPLES ADVANTAGE	continued				
		I-8041458366	230-45200-2200	OFFICE SUPPLI SHRED BAGS	073816	66.99
01-3394	MIDWEST MACHINERY CO					
		I-1365801	230-45200-2220	REPAIR & MAIN JD SKID STEER MAINT SERV & REP	073788	1,484.66
		I-1368231	230-45200-2220	REPAIR & MAIN MOWER PARTS	073788	245.42
01-3415	KAUFMAN, KATIE					
		I-11011601	230-45200-2212	MOTOR FUELS REIM CONF TRAVEL EXP - FUEL	073773	29.09
				FUND 230 PARK & RECREATION FUND	TOTAL:	7,463.23

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VENDOR SET: 01

FUND : 235 STREET & SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-243004	235-43100-2240	SMALL TOOLS KEY HIDER, RATCHET, WRENCH	073721	58.10
		I-243081	235-43100-2220	REPAIR & MAIN CHAIN LINK, ROLLER CHAIN	073721	33.99
		I-243102	235-43100-2220	REPAIR & MAIN BJ BLACKTOP FILLER	073721	15.36
		I-243332	235-43100-2220	REPAIR & MAIN COUPLER & CLAMPS	073721	3.39
01-0039	AMERIPRIDE LINEN SERVIC					
		I-2200835038	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	073726	93.41
		I-2200837636	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	073726	68.58
		I-2200840208	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	073726	93.41
		I-2200842823	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	073726	68.58
01-0125	CONSOLIDATED TELEPHONE					
		I-20381520	235-43100-3321	TELEPHONE SHOP PHONE/INTERNET/TV	073742	109.81
01-0170	FASTENAL COMPANY					
		I-MNBAX200036	235-43100-2220	REPAIR & MAIN CRIMPED BRUSH	073758	27.06
01-0201	HEARTLAND TIRE SERVICE					
		I-47659	235-43100-2220	REPAIR & MAIN TIRE REPAIR #120	073764	21.20
		I-47718	235-43100-2220	REPAIR & MAIN TIRE REPAIR #107	073764	26.60
		I-47800	235-43100-2220	REPAIR & MAIN TIRE REPAIR #109	073764	69.12
01-0232	LEAGUE MN CITIES INS TR					
		I-54670	235-43100-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	3,278.28
		I-54670	235-43100-3362	INS - PROPERT 3RD INSTALLMENT INSURANCE	073778	291.90
		I-54670	235-43100-3363	INS - AUTO 3RD INSTALLMENT INSURANCE	073778	1,049.30
		I-54670	235-43100-3365	INS - OTHER 3RD INSTALLMENT INSURANCE	073778	1,050.35
01-0237	LOCATORS - SUPPLIES INC					
		I-250403-IN	235-43100-2220	REPAIR & MAIN 100 CS SANDBAGS	073782	70.84
01-0239	MACQUEEN EQUIPMENT INC					
		C-P02286	235-43100-2220	REPAIR & MAIN BROOM RETURNED	073783	524.81-
		I-P01837	235-43100-2220	REPAIR & MAIN PELICAN PARTS & BROOM	073783	1,331.99
01-0307	CENTER POINT ENERGY					
		I-5974635-4/OCT 16	235-43100-3380	UTILITIES 9/19-10/18 HEAT	073738	45.43
01-0414	COMPASS MINERALS AMERIC					
		I-71537734	235-43125-2220	REPAIR & MAIN 119.77 TONS ROAD SALT	073741	9,110.91
		I-71538431	235-43125-2220	REPAIR & MAIN 47.89 TONS ROAD SALT	073741	3,642.99
01-0674	DIXON MECHANICAL ELECTR					
		I-221	235-43100-2220	REPAIR & MAIN 1 CAT ALTERNATOR ASSY #114	073754	198.60
01-0745	BATTERIES PLUS					
		I-035-311043	235-43100-2220	REPAIR & MAIN 12V 65 BATTERY (#104)	073729	99.99
		I-035-318058	235-43100-2220	REPAIR & MAIN 12V 78 BATTERY (#101)	073729	99.99

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FUND : 235 STREET & SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2257	U.S. BANK					
		I-OCT 16 ENG	235-43100-3330	PROFESSIONAL MN FALL EXPO - STREET STAFF	073823	175.00
01-2392	MENARDS					
		I-33918	235-43100-2220	REPAIR & MAIN VINYL TUBING	073786	15.39
01-2833	MN DEPT TRANSPORTATION					
		I-P00006503	235-43170-2220	REPAIR & MAIN TRAFFIC SIGNAL MAINT COLLEGE D	073793	301.39
01-2846	AMERICAN WELDING-GAS IN					
		I-4353027	235-43100-2220	REPAIR & MAIN SINGLE PACK 7X1X1 TAA36-O-V	073725	30.23
01-2902	ADVANCE AUTO PARTS					
		I-6574628773928	235-43100-2220	REPAIR & MAIN AIR 1 EA CQBLU	073724	30.45
		I-6574628773943	235-43100-2220	REPAIR & MAIN DIESEL DEEP CLEAN	073724	33.10
		I-6574629111840	235-43100-2220	REPAIR & MAIN BATTERY BOLT	073724	1.67
		I-6574629327345	235-43100-2220	REPAIR & MAIN H11 ST ULTRA 1 EA SYLVAN	073724	18.89
01-3205	CROW WING POWER					
		I-NOV 2016	235-43100-3380	UTILITIES SECURITY LIGHT @ WISE ROAD	073745	12.00
01-3438	D - D BEVERAGE, LLC					
		I-80617	235-43100-2210	OPERATING SUP HAND SOAP, HAND TOWELS	073751	46.55
				FUND 235 STREET & SEWER FUND	TOTAL:	21,099.04

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VENDOR SET: 01

FUND : 237 SANITARY SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0011	ACE HARDWARE					
		I-243196	237-43190-2220	REPAIR & MAIN ANTI-FREEZE	073721	12.95
01-0232	LEAGUE MN CITIES INS TR					
		I-54670	237-43190-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	936.65
		I-54670	237-43190-3362	INS - PROPERT 3RD INSTALLMENT INSURANCE	073778	83.40
		I-54670	237-43190-3363	INS - AUTO 3RD INSTALLMENT INSURANCE	073778	299.80
		I-54670	237-43190-3365	INS - OTHER 3RD INSTALLMENT INSURANCE	073778	300.10
01-0354	ZIEGLER, INC					
		I-PC190060862	237-43190-2220	REPAIR & MAIN 2 FILTER ASSEMBLIES	073835	35.26
				FUND 237 SANITARY SEWER FUND	TOTAL:	1,668.16

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 238 STORM SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0232	LEAGUE MN CITIES INS TR					
		I-54670	238-43160-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	468.33
		I-54670	238-43160-3362	INS - PROPERT 3RD INSTALLMENT INSURANCE	073778	41.70
		I-54670	238-43160-3363	INS - AUTO 3RD INSTALLMENT INSURANCE	073778	149.90
		I-54670	238-43160-3365	INS - OTHER 3RD INSTALLMENT INSURANCE	073778	150.05
				FUND 238 STORM SEWER FUND	TOTAL:	809.98

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 245 CONTINGENCY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-1	MISCELLANEOUS VENDOR					
JOHN FORREST	I-SO-051336	245-41310-3430	MISCELLANEOUS BEAVER POND IN ROTARY PARK		073772	744.92
				FUND	245 CONTINGENCY FUND	TOTAL: 744.92

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 260 AIRPORT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0232	LEAGUE MN CITIES INS TR	I-54670	260-49020-3365	INS - OTHER 3RD INSTALLMENT INSURANCE	073778	125.00
			FUND	260 AIRPORT FUND	TOTAL:	125.00

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 295 EDA FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0220	KENNEDY & GRAVEN					
		I-133843	295-22800	OTHER LIABILI ROYAL TIRE TIF THRU 9/30/16	073774	95.00
01-0232	LEAGUE MN CITIES INS TR					
		I-54670	295-46510-3361	INS - GENERAL 3RD INSTALLMENT INSURANCE	073778	25.50
01-3010	MINNESOTA DEPT OF HEALT					
		I-PMT-589212-214/16	295-46510-3430	MISCELLANEOUS MAINT PERMIT WELLS 801 S. 10TH	073791	150.00
				FUND 295 EDA FUND	TOTAL:	270.50

PACKET: 03827 11/07/16 COUNCIL

VENDOR SET: 01

FUND : 401 CONSTRUCTION FUND

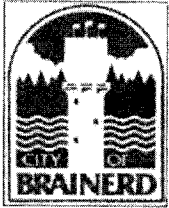
VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0041	ANDERSON BROTHERS CONST					
		I-IMP 16:06 FINAL	401-41606-5530	PYMTS TO CONT SANITARY SEWER BLOCK 46 FINAL	073727	95,054.49
01-0132	CWC HIGHWAY DEPT					
		I-IMP 16-02 FINAL	401-41602-3300	PROFESSIONAL CITY COST 2016 PAVEMENT MARKIN	073748	5,768.55
01-1381	DECHANTAL EXCAVATING LL					
		I-IMP 15:11 FINAL	401-41511-5530	PYMTS TO CONT O STREET FINAL PAYMENT	073752	56,067.15
01-1438	TIM THOMPSON PLUMBING L					
		I-5091	401-41606-5530	PYMTS TO CONT SANITARY SEWER BLOCK 46 FINAL	073819	21,330.00
01-2257	U.S. BANK					
		I-OCT 16 ENG	401-49030-3430	MISCELLANEOUS UOFM - CONSTR INSTALLER PRATT	073823	115.00
		I-OCT 16 ENG	401-49030-3430	MISCELLANEOUS UOFM - CONSTR SITE MGMT PRATT	073823	120.00
		I-OCT 16 ENG	401-49030-3430	MISCELLANEOUS MN STATE - BITUMINOUS PLANT PR	073823	300.00
01-3413	RATWIK, ROSZAK AND MALO					
		I-59410	401-41415-3300	PROFESSIONAL SEPTEMBER 2015 ATTORNEY	073809	14.50
			FUND	401 CONSTRUCTION FUND	TOTAL:	178,769.69
					REPORT GRAND TOTAL:	316,059.76

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

 MARY KOEP

 DAVID PRITSCHET

 GABE JOHNSON



Brainerd City Council Agenda Request

PrF 2
Agenda Item #

Requested Meeting Date: November 7, 2016

Title of Item: Muriel West Fine Appeal

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Fire Chief Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Holmes	Estimated Time Needed: 5 minutes
Summary of Issue: Ms. Muriel West has prepared the appropriate appeal documentation for a fine in the amount of \$500 for an extrication fee charged to her following an accident on August 17, 2015.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Staff is seeking Council direction of either affirming, repealing or modifying the billing of \$500 for Ms. West.	
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>	

OCT 05 2016

RECEIVED



BRAINERD FIRE DEPARTMENT

23 Laurel Street, Brainerd, MN 56401
218-828-2312

Name:	Muriel L. West
Mailing Address	9449 Oak Bluff, Brainerd, MN 56401
Date of Incident	August 17, 2015
Location/Address of Incident	Beaver Dam Road, ICR 15011279

Amount Due: \$500 per City Ordinance 1430 and City Resolution 12:15.
Invoice 201522 served via First Class Mail September 2, 2015 and December 23, 2015 for
extrication services provided by the Brainerd Fire Department. The Brainerd Fire Department is
authorized to charge for fire service as authorized by Minn. Stat. 366.011, 366.012 and 415.01.

Reason for Requesting Appeal:

Please review this for appeal as I'm in college and have
no money to pay this \$500.00 fee. I know this service is
so important to society but I have no money. I have
changed my major in college (since the accident) to social
work so I can give back to others.

Thank you so much! Muriel West

If the appeal is denied, the named person may correct the violation and pay the fee within ten
days. If payment is not received, the City may certify the unpaid fire service charge to the
County Auditor in which the recipient of the service owns real property for collection with
property taxes in accordance with Minn. Stat. 366.011.

*****CITY COUNCIL ACTION*****

Appeal Granted ☐

Appeal Denied ☐

Council Meeting Date _____
Council Decision _____



Brainerd City Council Agenda Request

P+F
3

Agenda Item #

Requested Meeting Date: November 7, 2016

Title of Item: Deferred Assessment Criteria

☐ 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: 15 minutes
Summary of Issue: At the October 17, 2016 council meeting there was discussion about reviewing the deferred assessment criteria. We have received 5 applications for 4 properties for assessment deferment. 3 of the 4 properties exceed the estimated market value of \$100,000 that was set in February of 2005. The EMV of the 3 properties are \$108,600, \$113,700 and \$106,800. The resolution setting the current criteria is attached for your review. At the council meeting, council requested additional information on the historical estimated market values of the City, etc.	
Alternatives, Options, Effects on Others/Comments: Attachment A: The annual gross income of the low income limits established by the HRA for a family of 4 for 2005 to 2016. Attachment B: The Estimated Market Values for Homestead and all Residential properties for 2005 to 2016. Attachment C: The Average Estimated Market Values for Homestead and all Residential properties for 2005 to 2016.	
Recommended Action/Motion: Discussion and provide direction to staff. Amend or not amend the current resolution. Approve or deny the 4 applications for deferment.	
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. 06:05

WHEREAS, Minnesota Statutes 435.193 through 435.195 authorizes the City of Brainerd to defer the payment of special assessments against any homestead property for certain citizens; and

WHEREAS, said deferment of assessment may be permitted at the discretion of the City Council; and

WHEREAS, the City Council of the City of Brainerd finds and determines that deferral of special assessments for certain citizens is in the public interest; and

WHEREAS, it is necessary and proper that the City Council set forth its general policies and guidelines for granting said deferrals of special assessments for citizens.

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

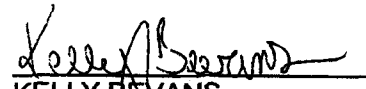
1. That the City Council does endorse the principle of deferment of special assessments for citizens where the payment of said special assessments constitutes hardship.
2. The Council, in accordance therewith, may defer the payment of any special assessment on homestead property when payment of the assessment would create a hardship upon the property owner as defined herein.
3. The deferment may be granted upon an application by the owner on a form prescribed by the County Auditor supplemented by the City Administrator to establish the qualifications of the owner for said deferment. All deferments shall be subject to renewal each following year upon the filing of a similar application not later than August 15. The Council shall either grant or deny the deferment, and if it grants the deferment, the deferred assessment shall bear interest at the rate established in the Resolution adopting the assessment. If the Council grants the deferment, the City Administrator shall notify the County Auditor who shall, in accordance with Minnesota Statute 435.194, record a notice of the deferment with the County Recorder setting forth the amount of the assessment.
4. A hardship shall be deemed prima facie to exist when all of the following apply:
 - A. The applicant's spouse and family combines shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of application. All data necessary to confirm applicant's income shall be furnished to the City Administrator.
 - B. The special assessments to be deferred exceed \$300.00.

- C. The total assets of the applicant and spouse, exclusive of the homestead, do not exceed \$25,000.00.
- D. The Crow Wing County Assessor's estimated market value of the applicant's homestead is less than \$100,000.

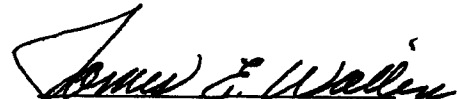
Notwithstanding the foregoing provisions of this paragraph, the City Council may consider exceptional and unusual circumstances pertaining to an applicant not covered by the above standards; but any determination shall be made in a non-discriminatory manner and shall not give the applicant an unreasonable preference or advantage over the other applicants.

- 5. Retirement by reason of permanent and total disability shall be deemed prima facie to exist when the applicant presents a sworn affidavit by a licensed medical doctor attesting that the applicant is unable to be gainfully employed because of a permanent and total disability.
- 6. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any of the following events:
 - A. The death of the owner when there is no spouse who is eligible for deferment;
 - B. The sale, transfer, or subdivision of all or any part of the property;
 - C. Loss of homestead status on the property;
 - D. Determination by the Council for any reason that there would be no hardship to require immediate or partial payment; or
 - E. Failure to file a renewal application with the time prescribed by Paragraph 3.
- 7. This Resolution supersedes Resolution No. 25:99 adopted on June 21, 1999.

Adopted this 22nd day of February, 2005.


KELLY BEVANS
President of the Council

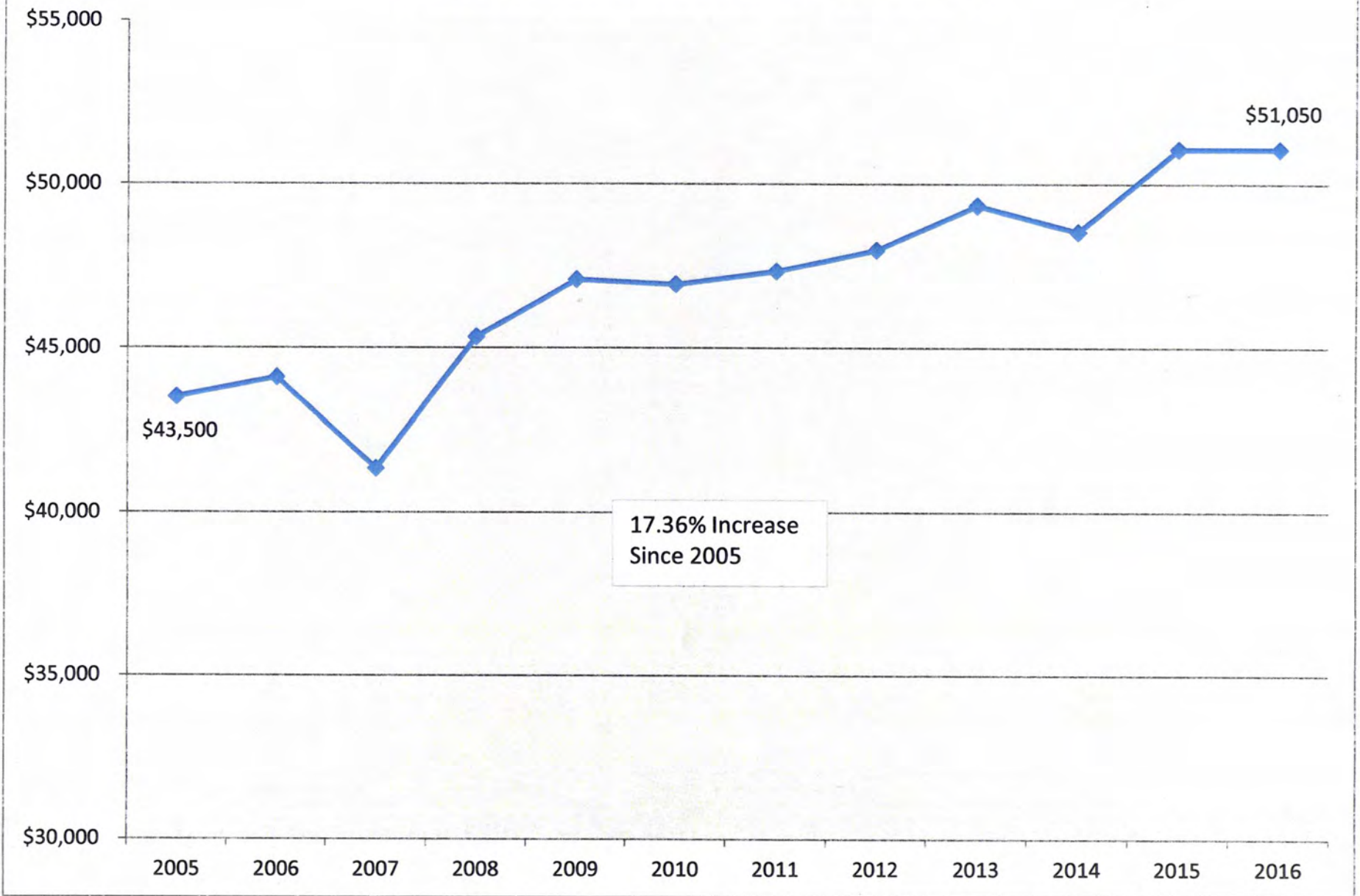
Approved this 23rd day of February, 2005.


JAMES E. WALLIN
Mayor

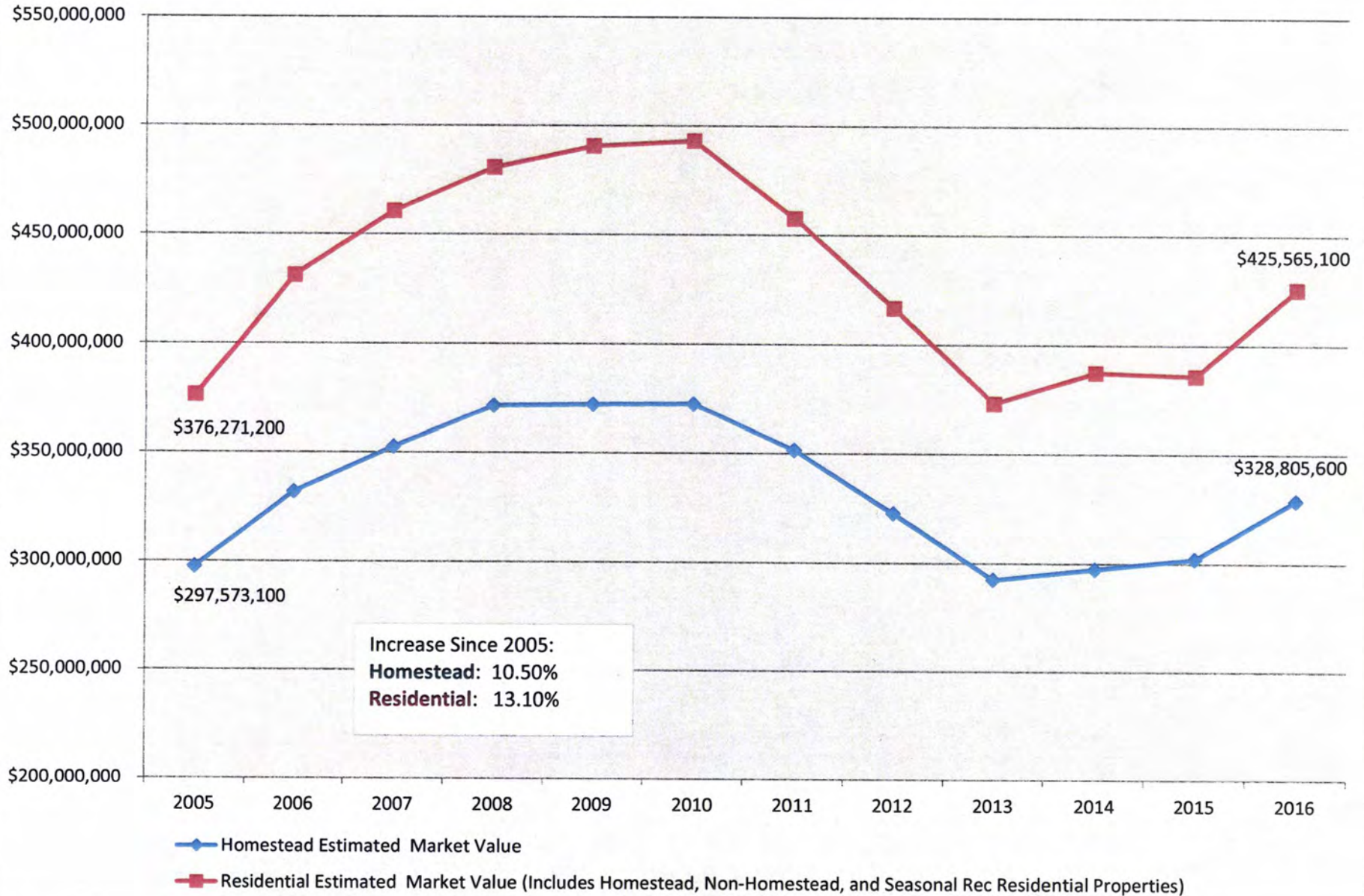
ATTEST:


DANIEL J. YOGT
City Administrator

Low Income Limits for a Family of 4

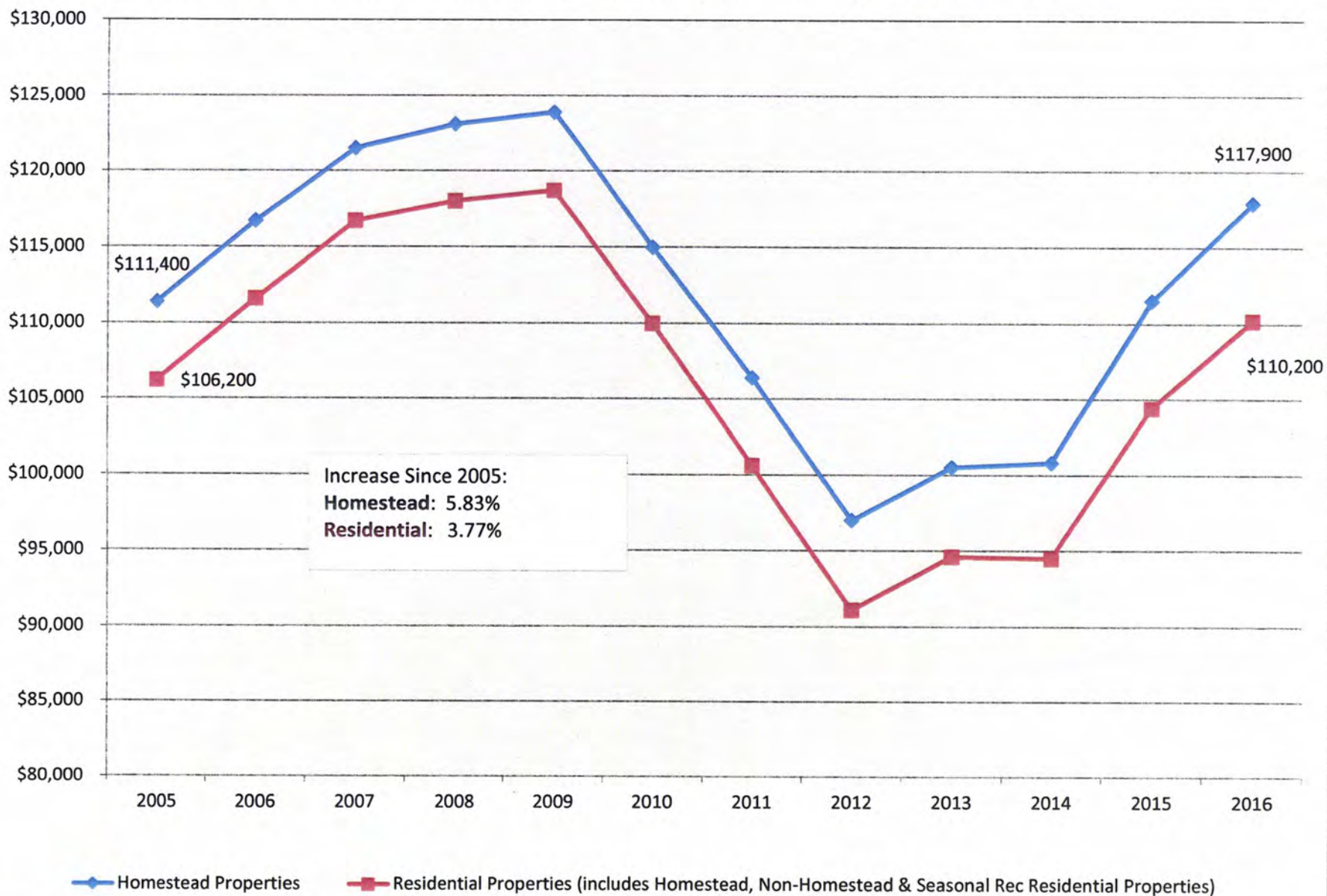


Homestead & Residential Estimated Market Value for City of Brainerd



Attachment B

Average EMV of Parcels with Building Value of \$10,000 or Greater



Attachment C



Brainerd City Council Agenda Request

P+F 4
Agenda Item #

Requested Meeting Date: November 7, 2016

Title of Item: Meal Reimbursement Rates

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title): Kris Schubert, HR Coordinator	Estimated Time Needed: 5 minutes
Summary of Issue: At the October 17, 2016 meeting the Personnel and Finance Committee requested more information regarding the city's meal reimbursement rates for those times when employees are required to be out of town on official business. Attached is a brief survey of the breakfast, lunch and dinner reimbursement rates of neighboring units of government and comparable cities.	
Alternatives, Options, Effects on Others/Comments: Staff also reviewed the LMC's Employee Policy Manual template. The template includes a maximum daily meal allowance compared to per meal reimbursement and also recommends to include the following clarifications: 1. The maximum includes sales tax and gratuity; 2. That no reimbursement will be made for alcoholic beverages; and 3. A reimbursement over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.	
Recommended Action/Motion: Staff prefers the per meal language in lieu of the daily maximum. We would also recommend inclusion of the other clarifications from the LMC and also that the reimbursement be based on actual cost as documented by a receipt. At this time, we are requesting the Committee discuss and verify their preferences. Once determined, Staff will then prepare an actual policy amendment for review and consideration for a future 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> These charges will impact department budgets but the exact amount of additional expenses has not been forecasted. Staff will compile and present a history at the meeting for an idea of actual expenditures incurred for the past few years.	

SURVEY OF NEIGHBORING COMMUNITIES/LIKE CITIES:

MEAL REIMBURSEMENT FOR EMPLOYEES ON OFFICIAL BUSINESS

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Not to Exceed Total</u>
Brainerd	\$7.50	\$10.00	\$15.00	\$32.50
Baxter	\$10.00	\$15.00	\$20.00	
Little Falls	\$10.00	\$13.00	\$17.00	
Bemidji	\$11.00	\$12.00	\$23.00	
Alexandria	\$			
<u>Fergus Falls 2 Tiers</u>				
(Local)	\$10.00	\$15.00	\$26.00	
(Metro & Out of State)	\$13.00	\$19.00	\$32.00	
Crow Wing County	\$12.00	\$18.00	\$36.00	
<u>Avg.</u>	<u>\$10.10</u>	<u>\$13.60</u>	<u>\$22.80</u>	



Brainerd City Council Agenda Request

P+F
5
Agenda Item #

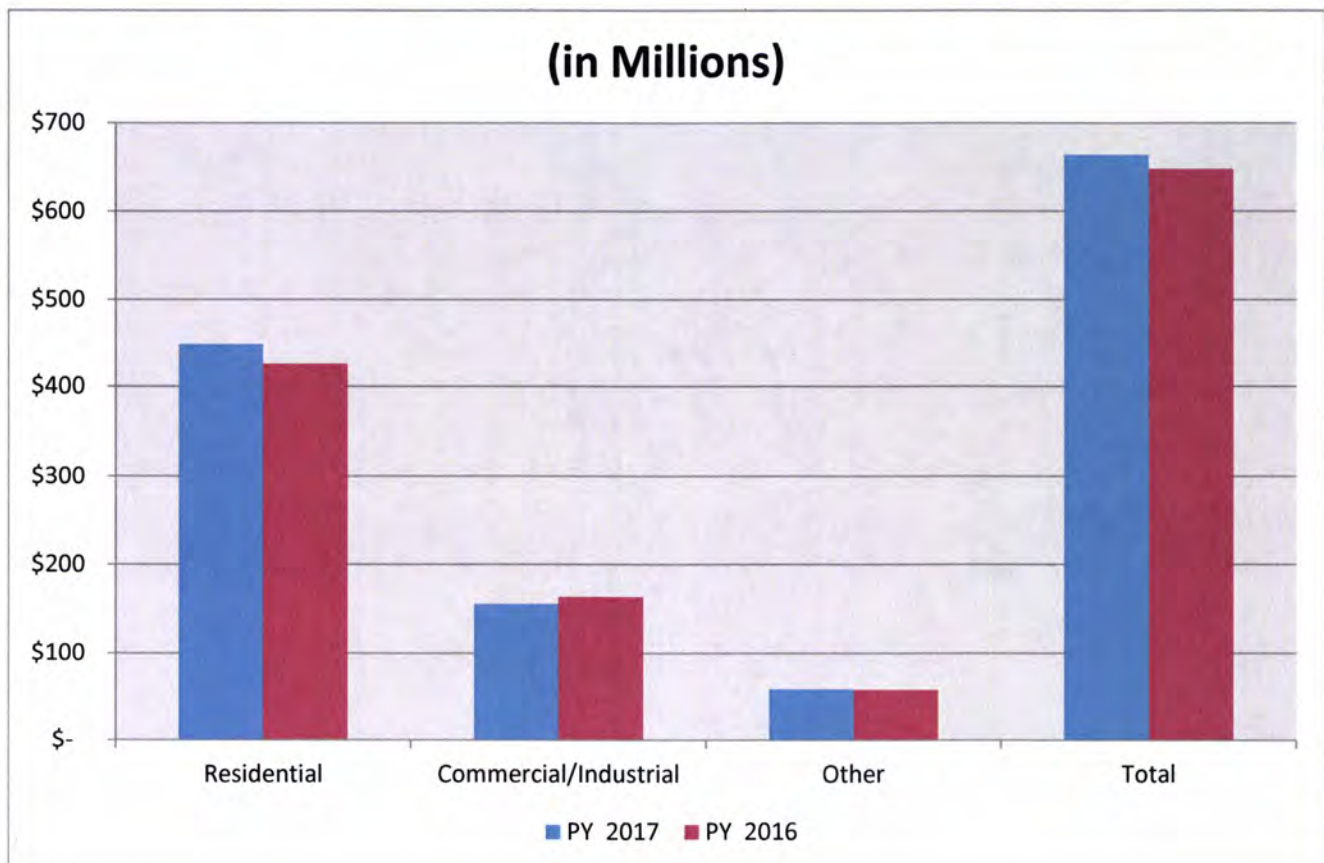
Requested Meeting Date: November 7, 2016

Title of Item: Estimated Market Value Update

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 3 minutes
Summary of Issue: Attached is the Estimated Market Value for pay year 2017 compared to pay year 2016 by type. This does not include the personal property which was estimated to be \$8,881,600 for pay year 2016.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Informational	
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>	

Estimated Market Values Less Personal Property

	2016 Pay 2017	2015 Pay 2016	Change	
Residential				
Homestead	\$ 343,973,700	\$ 328,805,600	\$ 15,168,100	4.6%
Non-Homestead	\$ 104,030,000	\$ 96,160,600	\$ 7,869,400	8.2%
Non Commercial Seasonal Rec Res	\$ 628,400	\$ 598,900	\$ 29,500	4.9%
Total Residential	\$ 448,632,100	\$ 425,565,100	\$ 23,067,000	5.4%
Commercial/Industrial				
Commercial	\$ 147,815,500	\$ 154,507,100	\$ (6,691,600)	-4.3%
Industrial	\$ 7,994,700	\$ 9,246,000	\$ (1,251,300)	-13.5%
Total Commercial/industrial	\$ 155,810,200	\$ 163,753,100	\$ (7,942,900)	-4.9%
Other				
Ag/Rural	\$ 3,400,300	\$ 3,140,900	\$ 259,400	8.3%
Apartments	\$ 54,484,600	\$ 53,477,100	\$ 1,007,500	1.9%
Manuf Home Pk Land	\$ 1,310,700	\$ 1,310,800	\$ (100)	0.0%
Personal Property	\$ -	\$ -	\$ -	0.0%
Total Other	\$ 59,195,600	\$ 57,928,800	\$ 1,266,800	2.2%
Total Estimated Market Value	\$ 663,637,900	\$ 647,247,000	\$ 16,390,900	2.5%





Brainerd City Council Agenda Request

8A

Agenda Item #

Requested Meeting Date: November 7, 2016

Title of Item: NJPA Annual Board Election; Opportunity to Nominate

☒ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title): J.T.	Estimated Time Needed: 5 minutes
Summary of Issue: The accompanying information from NJPA explains the opportunity to nominate a member of the City Council to represent Sub-Region IV, which is made up of cities, counties, and other government agencies. Nominations are due by December 13, 2016. Ballots will be mailed soon after December 14th	
Alternatives, Options, Effects on Others/Comments: Council members may take this under consideration and report on November 21st if there is one or more members who seek nomination.	
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>	

October 24, 2016

RECEIVED

OCT 27 2016

**CITY OF BRAINERD
ADMINISTRATION**

To: NJPA Member Chief Executive Officers

From: Dr. Chad Coauette, NJPA

Re: 2016 Elections

It is time for the NJPA Annual Board Election Nominations. As you know, the NJPA Membership is divided into four sub-regions. Sub-Regions I, II, and III are made up of school districts and Sub-Region IV is made up of cities, counties, and other government agencies. Each Sub-Region elects two of its elected officials to serve on the NJPA Board of Directors.

There are two (2) seats available: one (1) four year term from Sub-Region III
one (1) four year term from Sub-Region IV

Terms of office which expire on December 31, 2016 are presently held by:

Sub-Region II Colleen Seelen, Pierz Schools

Sub-Region III John Poston, Region 5 Development Commission

Please take the enclosed information to your next Board meeting and ask your Board to consider nominating one of your members to serve for the terms indicated. Then complete the nomination form and return it **no later than December 13, 2016**.

Thank you for your help. Look for the ballots soon after December 14, 2016.

Enc: NJPA Board of Directors Nomination Form
NJPA Board Member Job Description
NJPA Full Voting Sub-Regional Membership for 2016

Position Description & Expectations

Position Title:

Board Member

Immediate Supervisor's Position Title:

Minnesota State Legislature and Governor

A. Essential Duties and Powers of the Board are defined in the NJPA By-Laws, Article III, Subd.F.,

1. Submit an Annual Evaluation Report and an Annual Plan to the Membership.
2. Provide adequate office, service center and administrative facilities.
3. Employ staff and other personnel as necessary to provide and support the agreed upon programs and services.
4. Appoint special advisory committees as needed.
5. Employ licensed staff pursuant to licensure and certification standards.
6. Enter into contracts with school boards of local education agencies, including school districts outside NJPA's area.
7. Enter into contracts with other public and private agencies and institutions.
8. Be governed by the NJPA By-Laws and applicable laws of the state.
9. Establish cooperative, working relationships and partnerships with post-secondary educational institutions, other public agencies, business, and industry.
10. Appoint an Executive Director and other such necessary personnel and fix their salary and conditions of employment.
11. Meet at the call of the Chair or any three (3) members of the Board.
 - a. Expected to attend monthly Board meetings. Supper is served.
 - b. Expected to attend an Annual Board Retreat in the Spring; usually running from the evening of the first day through the early afternoon of the following day. This event is typically held at a local Hotel.
 - c. Invited to attend one National Convention each FY at the expense of the NJPA.
12. May select advisory councils or committees to give advice and counsel to the board.

2015 NJPA Board of Directors Compensation

- \$30.00 per hour portal to portal for attending meetings, no daily maximum
- Mileage reimbursement at the IRS mileage rate (currently \$0.575 per mile)
- Meal per diem while traveling or attending conferences
 - \$30 per meal out of state
 - \$20 per meal in state
- Attendance at one national conference per year of your choice
 - ASBO (Association of School Business Officials)
 - AESA (Association of Educational Service Agencies)
 - AASA (The School Superintendents Association)
 - NSBA (National School Boards Association)
 - NAEP (National Association of Educational Procurement)
 - NIGP (National Institute of Governmental Purchasing)
- Attendance at the Annual Minnesota Service Cooperatives Summer Board Conference



National Joint Powers Alliance®

FULL VOTING SUB-REGIONAL MEMBERSHIP FOR 2015

Sub-Region I

ADM's

Member Number

Bertha-Hewitt	409	1315
Browerville	399	1579
Eagle Valley	266	45502
Freshwater Education District	105	14322 (Staples) 59952 (Wadena)
Long Prairie/Grey Eagle	877	5078
Menahga	955	5414
Sebeka	472	7157
Staples/Motley	1,165	7753
Verndale	520	33164
Wadena/Deer Creek	968	10634
Total: Sub-Region I	6,136	

Sub-Region II

Cass Lake/Bena	1,164	11260
Crosby/Ironton	1,069	2855
Northland Community	346	6067
Pequot Lakes	1,610	6449
Pillager	959	6503
Pillager Area Charter School	45	6502
Pine River/Backus	902	6526
Walker/Hackensack/Akeley	712	8791
Total: Sub-Region II	6,807	

Sub-Region III

Brainerd	6,427	15688
Little Falls	2,490	5043
Mid-State Education District-Little Falls	35	40599
Pierz	1139	6492
Royalton	909	6980
Swanville	321	11398
Upsala	376	33156
Total: Sub-Region III	11,697	

Sub-Region IV

City of Baxter - 34965	City of Pierz - 89851	Region 5 RDC - 40600
City of Brainerd - 18227	City of Pine River - 33248	
City of Breezy Point - 84933	City of Royalton - 92001	MN State Comm. & Tech College - 5559
City of Browerville - 36435	City of Sebeka - 40598	
City of Clarissa - 2161	City of Staples - 33244	
City of Crosslake - 16521	City of Verndale - 83290	
City of Emily - 50069	City of Wadena - 19960	
City of Little Falls - 490		
City of Long Prairie - 2306	Cass County - 1784	
City of Menahga - 40597	Crow Wing County - 2876	
City of Nisswa - 30664	Wadena County - 8774	

**NJPA Board of Directors
Nomination Form**

**Please return to:
NJPA - Attn: Deb Cervantez
PO Box 219
202 12th Street NE
Staples, MN 56479**

NO LATER THAN December 13, 2016

_____ would like to place in nomination the following
(Government Agency Name)

person who is presently serving on our governing board, council, or commission to serve for a four-year term representing Sub-Region IV on the National Joint Powers Alliance® (NJPA) Board of Directors:

Term Expires December 31, 2020

Person Nominated

Phone Number of Nominee

Email of Nominee

Date

Signature of Government Official

For each person nominated, a brief biographical sketch should be included in the space below which illustrates information on the candidate that would be of value to governmental agency board members in your Sub-Region to consider as a part of the election process.



Brainerd City Council Agenda Request

8B

Agenda Item #

Requested Meeting Date: November 7, 2016

Title of Item: Canvass of Primary Election Returns

☐ 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: Connie Hillman	Department: Administration/Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 minutes
Summary of Issue: Pursuant to state law, the City Council must canvass the results for the general primary. The earliest we are able to canvass the results is Friday, November 11, 2016 (Veteran's Day) and latest date is November 18, 2016. Since there is not a regular scheduled meeting during this time frame, a special meeting needs to be held.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: This item appears on the November 7th agenda to determine: 1. Who is going to serve on the general canvassing board. We need a quorum of the council. 2. Set the date and time. 3. Adjourn the November 7th meeting to the canvassing board 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>	