

**CITY COUNCIL AGENDA**  
**Brainerd, Minnesota**  
**TUESDAY, January 17, 2017**  
**7:30 P.M.**  
**Brainerd City Hall**  
**Council Chambers**

\_\_\_\_\_ K. Bevens  
\_\_\_\_\_ D. Badeaux  
\_\_\_\_\_ G. Johnson  
\_\_\_\_\_ S. Hilgart  
\_\_\_\_\_ J. Lambert  
\_\_\_\_\_ K. Stunek  
\_\_\_\_\_ D. Pritschet  
\_\_\_\_\_ Mayor Menk

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda (Voice Vote)**
- 5. Consent Calendar (NOTICE TO PUBLIC) – All matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to adopt by ROLL CALL VOTE.**
  - A. Approval of the Minutes of the Regular Meeting held on January 3, 2017, as distributed**
  - B. Approval of Licenses – (See Attachment)**
    1. Contractor's Licenses – 21 – Renewals
  - C. Department Activity Reports – (See Attachments)**
    1. Police Chief
    2. Finance Director – to be distributed to Council prior to meeting
  - D. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by the Brainerd Lakes Chapter of Muskies, Inc. for a Raffle to be held on March 18, 2017 at the Brainerd Armory, 1115 Wright Street, Brainerd – Approval of**

**6. Presentations**

**A. The Center – Annual Update**

**B. Close~Converse – Authorize Listing Extension for Brainerd Industrial Park Lots**

**7. Council Committee Reports**

**A. Personnel and Finance Committee Report**

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

|                                        |                  |
|----------------------------------------|------------------|
| General Fund to Airport Fund           | \$12,960         |
| Mayor Contingency Fund #250 per Budget | \$2,500          |
| IT Capital #403 per Budget             | \$29,600         |
| Fire Capital #404 per Budget           | \$57,000         |
| Debt Service #310 per Budget           | \$57,120         |
|                                        | <u>\$159,180</u> |

| Contractor    | IMP # | Project                  | Amount       | Total Retained |
|---------------|-------|--------------------------|--------------|----------------|
| S.E.H         | 14-15 | Arpt Util Ext thru 12/31 | \$2,241.75   | \$0            |
| Tom's Backhoe | 14-15 | Arpt Util Ext thru 12/31 | \$282,275.14 | \$8,730.16     |
| Tom's Backhoe | 14-15 | Arpt Util Ext thru 12/31 | \$154,855.45 | \$0            |
| WSN           | 16-11 | Bridge Inspection/Audit  | \$3,606.13   | \$0            |

**2. P & F Committee Organizational Overview**

**3. Pay Equity Report Approval**

**4. Discussion of Process and Timetable: PTO; Compensation Plan**

**5. Review of Existing Purchasing Policy**

**6. Credit Card Update for Parks Department**

**7. January Monthly Operating Transfers**

**B. Safety and Public Works Committee Report**

**1. Snow Removal Parking Restrictions**

**2. Street Improvement Project List**

**3. Committee Workshop/Presentations**

**4. Street Closure/Special Event Application – St. Patrick's Day Parade**

**5. Fire Protection Contract**

**8. Unfinished Business**

**A. Call for Applicants – Informational:**  
**(Application Information at [www.ci.brainerd.mn.us/boards/](http://www.ci.brainerd.mn.us/boards/))**

**Mayor Recommended:** (all terms expire on 12/31 of said year)

Cable TV Advisory Committee – 2 terms (Expire 2019)  
Charter Commission – 1 term (Expire 2020)  
Transportation Advisory Committee – 2 terms (Expire 2018)  
Rental Dwelling Board of Appeals – 4 terms (see below) – (Expire 2018)  
    1. *Residential Property Manager Representatives (1)*  
    2. *Residential Rental Housing Advocate Representative (1)*  
    3. *Tenant Representative (1)*  
    4. *General Public Representative (1)*

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

Airport Commission – 1 term (Expires 2019)  
Planning Commission – 3 terms (Expire 2019)  
Police & Fire Civil Service Commission – 1 term (Expires 2019)

**9. Planning Commission**

**A. City of Brainerd Community Report Card – Citizen Survey Panel Report**

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

**11. Staff Reports – Written**  
(Verbal: Any Updates since Packet)

**12. Council Member Reports**

**13. Committee Recommendations – Recommended by Mayor Menk**

**A.** HRA – Confirm Resident Appointment of Ms. Krista Brodal – Term to Expire 12/31/2021

**B. COUNCIL LIAISON RECOMMENDATIONS:**

**Arboretum:** Council Member Hilgart  
**BLAEDC:** Mayor Menk  
**Cable TV:** Council Member Badeaux  
**Community Action:** Council Member Stunek  
**EDA:** Council Members Bevans and Johnson  
**HRA:** Council Member Johnson  
**Library:** Council Member Pritschet  
**Park Board:** Council Member Badeaux  
**PUC:** Mayor Menk  
**Rental Dwelling Board of Appeals:** Council Member Badeaux

**The Center:** Council Member Stunek  
**Transportation:** Council Members Lambert and Hilgart

**14. Adjourn**

NOTE: Safety and Public Works Committee will meet at 6:45 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](http://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 City Administrator Thoreen.

**Administer Oath of Office**

City Administrator Thoreen administered Oath of Office to the following:

Edwin L. Menk - Mayor  
Dave Pritschet – Alderman, Ward 1  
Dave Badeaux – Alderman, Ward 3  
Janice M. Lambert – Alderman, At-Large  
Kevin H. Stunek – Alderman, At-Large

Upon roll call, the following members were noted present: Pritschet, Bevans, Badeaux, Johnson, Hilgart, Lambert, Stunek and Mayor Menk.

City Administrator Thoreen opened the meeting with the Pledge of Allegiance to the Flag.

**Election of President and Vice-President of the Council for 2017-2018 – Alderman Pritschet Elected as Council President – Approved**

City Administrator Thoreen asked for nominations for Council President for the calendar years of 2017 and 2018.

Alderman Johnson nominated Alderman Pritschet.  
Alderman Hilgart seconded the nomination.

As there were no other nominations, City Administrator Thoreen closed nominations and asked for a motion to elect Alderman Pritschet as Council President.

MOVED AND SECONDED BY ALDERMEN HILGART AND JOHNSON, DULY CARRIED, TO ELECT ALDERMAN DAVE PRITSCHET AS COUNCIL PRESIDENT FOR THE CALENDAR YEARS 2017 AND 2018.

Council President Pritschet moved to the Chair seat. He called for nominations for Council Vice-President.

Alderman Lambert nominated Alderman Hilgart.  
Alderman Johnson seconded the nomination.

As there were no other nominations, Council President Pritschet closed nominations and asked for a motion to elect Alderman Hilgart as Vice-President.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND JOHNSON, DULY CARRIED, TO ELECT ALDERWOMAN SUE HILGART AS COUNCIL VICE-PRESIDENT FOR THE CALENDAR YEARS 2017 AND 2018.

**Appointment of Council Committees – Delayed to On or Before the January 17, 2017 City Council Meeting – Approved**

MOVED AND SECONDED BY ALDERMEN STUNEK AND JOHNSON, DULY CARRIED, TO DELAY THE APPOINTMENT OF COUNCIL COMMITTEES TO “ON OR BEFORE” THE JANUARY 17, 2017 CITY COUNCIL MEETING PER COUNCIL PRESIDENT PRITSCHET’S REQUEST.

**Approval of Agenda – Approved**

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

**Adoption of the Consent Calendar**

Council President Pritschet requested the following corrections to the Consent Calendar:

- a) Remove “and the May 16, 2016” from item A (minutes approval)
- b) Change item F to read “for the year 2017” (newspaper designation)

MOVED AND SECONDED BY ALDERMEN STUNEK AND JOHNSON, DULY CARRIED, TO ACCEPT THE CORRECTIONS TO THE CONSENT CALENDAR AS PRESENTED.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART TO ADOPT THE CONSENT CALENDAR AS CORRECTED.

**A. Approval of the Minutes of the Regular Meeting held on December 19, 2016 and the Adjourned Meeting held on December 27, 2016, as distributed – Approved**

**B. Approval of Licenses – Approved**

1. Contractor’s Licenses – 29 – Renewals

**C. Department Activity Reports – Approved**

1. Fire Chief
2. Park Director

**D. Temporary Liquor License Application – Submitted by the Crossing Arts Alliance for an Event to be held on February 3, 2017 at The Franklin Arts Center Room 114, 1001 Kingwood Street, Brainerd – Approved**

**E. Resolution No. 01:17 Adopted – Approving Signature Authorization for 2017 Capital Projects for the Brainerd Lakes Regional Airport**

**F. Designation of the Brainerd Dispatch as Official Newspaper for Calendar Year 2017 Pursuant to City Charter – Approved**

**G. Designation of Financial Institutions as Depositories for 2017 Pursuant to City Charter: Bremer Bank, Wells Fargo, BlackRidge Bank, US Bancorp,**

**Deerwood Bank, Neighborhood National Bank, Frandsen Bank & Trust, RiverWood Bank, RBC Wealth Management, 4M Money Market, PMA Financial Network, Inc. and Morgan Stanley – Approved**

**H. Reappointment of City Officials Pursuant to City Charter (2017/2018 Term) – Approved**

- 1. City Engineer – Jeffrey M. Hulsether, P.E.**
- 2. City Building Official – Timothy Caughey**
- 3. City Attorney – Joseph J. Langel**

**I. Approval of Bills (2016 Year End & January 3, 2017) and Payments to Contractors – Approved**

| <u>Contractor</u> | <u>IMP #</u> | <u>Project</u>           | <u>Amount</u> | <u>Total Retained</u> |
|-------------------|--------------|--------------------------|---------------|-----------------------|
| S.E.H.            | 14-15        | Arpt Util Ext thru 11/30 | \$59,781.53   | 0                     |

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

**Unfinished Business**

**Sanitary and Storm Sewer Rate Study – Resolutions 02:17 and 03:17 Adopted – Establishing Sanitary and Storm Sewer Rates for the City of Brainerd**

Finance Director Hillman summarized the “Sanitary and Storm Sewer Rate Study” information included in the Packet which was based on the December 19, 2016 Council presentation and recommendations by UFC, LLC. She stated that the Consultant’s recommendation is an increase to the storm sewer rates for both 2017 and 2018. For the sanitary sewer, the recommendation for 2017 is to reduce the usage charge and to implement a readiness to serve charge based on meter size. It is also recommended that the sewer rates be reviewed in 2017 to determine if a change should be implemented for 2018. Resolutions based on the Consultant’s recommendations were included in the Packet for adoption.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ADOPT RESOLUTION NO 02:17 – ESTABLISHING STORM SEWER COLLECTION SYSTEM CHARGES FOR THE CITY OF BRAINERD BASED ON A SINGLE FAMILY RESIDENTIAL FEE OF \$3.15 EFFECTIVE JANUARY 1, 2017 AND \$3.30 EFFECTIVE JANUARY 1, 2018.

**RESOLUTION NO. 02:17**

Upon roll call, members Bevans, Badeaux, Johnson, Hilgart, Lambert, Stunek and Pritschet voted “aye.” No member voted “nay.” The Chair declared the motion carried and the resolution adopted.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND LAMBERT TO ADOPT RESOLUTION NO. 03:17 – ESTABLISHING SANITARY SEWER COLLECTION SYSTEM CHARGES FOR THE CITY OF BRAINERD AT \$1.45 PER 1,000 GALLONS OF WATER PER MONTH PLUS A MONTHLY CUSTOMER CHARGE BASED ON SIZE OF WATER METER EFFECTIVE JANUARY 1, 2017.

## **RESOLUTION NO. 03:17**

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

**Call for Applicants – Applications available at City Hall or Apply online:**  
**<http://www.ci.brainerd.mn.us/279/Boards-Commissions>**

**PLEASE NOTE: THIS INCLUDES ANY EXPIRING TERMS UP FOR REAPPOINTMENT – ALL CURRENT MEMBERS ARE REQUIRED TO REAPPLY**

### **Mayor Recommended:** (all terms expire on 12/31 of said year)

- Cable TV Advisory Committee – 2 terms (Expire 2019)
- Charter Commission – 1 term (Expire 2020)
- Transportation Advisory Committee – 2 terms (Expire 2018)
- Rental Dwelling Board of Appeals – 4 terms (see below) – (Expire 2018)
  - 1. *Residential Property Manager Representative (1)*
  - 2. *Residential Rental Housing Advocate Representative (1)*
  - 3. *Tenant Representative (1)*
  - 4. *General Public Representative (1)*

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

- Airport Commission – 1 term (Expires 2019)
- Planning Commission – 3 terms (Expire 2019)
- Police & Fire Civil Service Commission – 1 term (Expires 2019)

## **New Business**

**Set Date for City Council Retreat – To be held at 12:30 P.M. on Saturday, February 11, 2017 at a Site to be determined – Approved**

Suggestions were included in the Packet for the annual City Council retreat.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO HOLD THE ANNUAL CITY COUNCIL RETREAT AT 12:30 P.M. ON SATURDAY, FEBRUARY 11, 2017 AT A SITE TO BE DETERMINED.

## **Voting Procedure for NJPA Board – Informational**

City Administrator Thoreen discussed the City's relationship with NJPA and asked for the Council Members' completed ballots to turn in to the Board.

**IT/GIS Coordinator Promotion Recommendation – Promotion of Mr. Shawn Strong to Supervisory IT/GIS Coordinator Position Retroactive to January 1, 2017 with Starting Wage of \$6,051.25 per month (Step "D") or 100% Base Wage for the Position plus any Applicable Longevity based on his Previous Years of Service – Approved**

Human Resource Coordinator Schubert discussed the information placed before Council Members this evening relating to staff's recommendation to promote the current GIS/IT

Coordinator Shawn Strong to the new Supervisory IT/GIS position. She stated that two applications had been received.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO PROMOTE MR. SHAWN STRONG, CURRENT GIS/IT COORDINATOR, TO THE NEW "SUPERVISORY" IT/GIS COORDINATOR POSITION RETROACTIVE TO JANUARY 1, 2017; FURTHER, THE STARTING WAGE SHALL BE \$6,051.25 PER MONTH WHICH IS STEP D OR 100% OF THE BASE WAGE FOR THE POSITION PLUS ANY APPLICABLE LONGEVITY BASED ON HIS PREVIOUS YEARS OF SERVICE.

**Employee Policy Manual Amendment relative to Post Employment Health Care Savings Plan (HCSP) – Approved**

Human Resource Coordinator Schubert referred to information distributed to the Council Members this evening relating to an amendment to the Employee Policy Manual for the Health Care Savings Plan.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AMEND SECTION 16 OF THE EMPLOYEE POLICY MANUAL RELATIVE TO THE POST EMPLOYMENT HEALTH CARE SAVINGS PLAN (HCSP) FOR THE CITY ADMINISTRATOR, DEPARTMENT HEADS AND SUPERVISORS AS PRESENTED.

**Planning Commission**

**Variance Request, Gretchen Nelson – To Permit a Metal Roof that is not Standing Seam in Design on an Accessory Building at 717 2nd Avenue NE – Planning Commission Recommends Approval – Approved**

City Planner Ostgarden provided a brief synopsis and stated that the Planning Commission voted unanimously to recommend approval based on the eight Findings-of-Fact identified.

**Findings-of-Fact:**

1. The garage is located in an R-1 (Single Family Residential) Zoning District on a 140' x 50' (7,000 sq. ft.) lot.
2. The lot is permitted to have 700 sq. ft. of accessory buildings. The garage in question is approximately 624 sq. ft. in area and has a typical roof slope.
3. The garage is located in the rear of the lot and has access from the alley.
4. The garage is similar in size and height to the other garages that have alley access.
5. The Building Department notified the owner that the roof needed repair, however it did not include information about the need for a building permit to repair the roof and the information about metal roof design requirements.
6. The owner did not know that a metal roof was required to have standing seam design; the owner chose to use a corrugated look metal roof for the repair.
7. One phone call was received from a neighbor to state she has no issue with the look of the metal roof.
8. Petitioner spoke in favor and no one spoke in opposition.

MOVED AND SECONDED BY ALDERMEN HILGART AND JOHNSON, DULY CARRIED, TO APPROVE THE VARIANCE AS APPLIED FOR BY MS. GRETCHEN NELSON

FOR THE ACCESSORY BUILDING AT 717 2<sup>ND</sup> AVENUE NE, BRAINERD BASED ON THE 8 FINDINGS-OF-FACT AS IDENTIFIED BY THE PLANNING COMMISSION.

**Variance Request, Carol and James Paschelke – To Construct a 6' tall Fence where a 4' tall Fence is permitted at 501 16<sup>th</sup> Street SE – Planning Commission recommends Approval with one Condition – Approved**

City Planner Ostgarden provided a brief synopsis and stated that the Planning Commission voted unanimously to recommend approval based on the five Findings-of-Fact and one condition identified.

**Findings-of-Fact:**

1. The property is located in an R-2 (1 and 2 Family Residential) Zoning District on a 50' x 100' (5,000 sq. ft.) corner lot.
2. The property owner has constructed a 6' tall privacy fence along the Norwood Street property line.
3. Norwood Street is considered the lot's side street yard. A 4 ft. tall fence is permitted between the house and the side street yard property line.
4. The house is approximately 10' from the Norwood Street property line.
5. The petitioner spoke in favor and no one spoke in opposition.

**Condition:**

1. Fence must not encroach into the corner lot clear vision area.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND JOHNSON, DULY CARRIED, TO APPROVE THE VARIANCE REQUESTED BY CAROL AND JAMES PASCHELKE TO ALLOW CONSTRUCTION OF A 6 FOOT TALL FENCE WHERE A 4 FOOT TALL FENCE IS PERMITTED AT THEIR PROPERTY LOCATED AT 501 16<sup>TH</sup> STREET SE, BRAINERD BASED ON THE 5 FINDINGS-OF-FACT AND ONE CONDITION AS IDENTIFIED BY PLANNING COMMISSION.

**Public Forum:** No one appeared for Public Forum.

**Staff Reports**

City Engineer Hulsether thanked the Council for his reappointment as City Engineer for the years 2017-2018.

City Planner Ostgarden reminded the Council Members to submit a photo and biography for the City newsletter. He also asked to present City Survey results at the January 17, 2017 meeting and the Council concurred.

City Thoreen referred to information on membership with the Coalition of Greater Minnesota Cities (CGMC) had been placed before them this evening for consideration. He stated that CGMC is very instrumental in securing Local Government Aid (LGA).

### **Council Member Reports**

Council Member Stunek stated he was looking forward to his service as Council Member.

Mayor Menk informed the Council that he would be absent for the January 17<sup>th</sup> and February 6<sup>th</sup> meetings of 2017. He stated that he would have a report with committee and liaison recommendations for the January 17<sup>th</sup> meeting for the Council's acceptance.

### **Committee Resignations**

#### **Police and Fire Civil Service Commission – Mr. Kevin Stunek (to serve on City Council) – Effective 12/31/2016 – Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT THE RESIGNATION OF MR. KEVIN STUNEK FROM THE POLICE AND FIRE CIVIL SERVICE COMMISSION EFFECTIVE 12/31/2016 IN ORDER FOR MR. STUNEK TO SERVE ON THE CITY COUNCIL.

#### **Transportation Advisory Committee – Ms. Jan Lambert (to serve on City Council) – Effective 12/31/2016 – Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT THE RESIGNATION OF MS. JAN LAMBERT FROM THE TRANSPORTATION ADVISORY COMMITTEE EFFECTIVE 12/31/2016 IN ORDER FOR MS. LAMBERT TO SERVE ON THE CITY COUNCIL

### **Committee Recommendations – Recommended by Mayor – Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT WITH REGRET THE FOLLOWING RECOMMENDATIONS FOR APPOINTMENTS BASED ON THE RECOMMENDATION OF THE MAYOR:

#### **A. Charter Commission Reappointment – Mr. Bill Dian – Term to Expire 12/31/2020**

#### **B. Rental Dwelling Board of Appeals: (Terms to Expire 12/31/2018)**

1. Residential Rental Property Manager Rep Reappointment – Mr. Rick Fargo
2. Residential Rental Housing Advocate Rep Reappointment – Ms. Teresa Hettver

#### **C. Police & Fire Civil Service Commission – Mr. Patrick Wussow – Term to Expire 12/31/2019**

### **Adjourn**

The Chair adjourned the meeting at 8:16 P.M.

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James M. Thoreen  
City Administrator

CITY OF BRAINERD  
LICENSED CONTRACTORS  
CITY COUNCIL MEETING  
January 17, 2017  
(21 Renewals)

| CONTRACTOR                                                                                         | TELEPHONE      | TYPE | INSURANCE  | BOND       | STATE NO.                        |
|----------------------------------------------------------------------------------------------------|----------------|------|------------|------------|----------------------------------|
| REGAL CONTRACTORS, INC.<br>717 JULEP ROAD<br>WAITE PARK, MN 56387<br>17-0092                       | (320) 253-1161 | DRYW | 1/1/2018   | 12/31/2017 |                                  |
| LAKES AREA PLUMBING<br>8354 WALDEN ROAD<br>BRAINERD, MN 56401<br>17-0093                           | (218) 855-0155 | MECH | 9/1/2017   | 9/24/2018  | MB003499<br>PC643829             |
| KEVIN'S PLUMBING & HEATING, LLC<br>11799 GREGORY DRIVE SW<br>BRAINERD, MN 56401<br>17-0094         | (218) 821-5844 | PLUM | 7/26/2017  | 12/31/2017 | PC644497                         |
| THE JAMAR COMPANY<br>4701 MIKE COLALILLO DRIVE<br>DULUTH, MN 55807<br>17-0095                      | (218) 628-1027 | MECH | 12/31/2017 | 9/8/2018   | MB003320<br>PC644545<br>HC000126 |
| ST. CLOUD REFRIGERATION DBA: SCR<br>604 LINCOLN AVENUE NE<br>ST. CLOUD, MN 56304<br>17-0096        | (320) 251-6861 | MECH | 12/31/2017 | 8/15/2018  | MB003247                         |
| NOR-SON, INC.<br>7900 HASTINGS ROAD<br>BAXTER, MN 56425<br>17-0097                                 | (218) 828-1722 | GENL | 12/31/2017 | 12/31/2017 | BC001969                         |
| MOLIN CONCRETE PRODUCTS COMPANY<br>415 LILAC STREET<br>LINO LAKES, MN 55014<br>17-0098             | (651) 786-7722 | MASO | 9/1/2017   | 12/31/2017 |                                  |
| HENGEL READY MIX & CONSTRUCTION INC<br>12883 UPPER SYLVAN ROAD SW<br>PILLAGER, MN 56473<br>17-0099 | (218) 746-3355 | EXCA | 9/1/2017   | 12/31/2017 |                                  |
| TIM THOMPSON PLUMBING, LLC<br>16675 JACKSONVILLE ACRES<br>BRAINERD, MN 56401<br>17-0100            | (218) 829-3858 | PLUM | 10/16/2017 | 12/31/2017 | PC643406                         |
| ABE LLC<br>22801 COUNTY ROAD 3<br>MERRIFIELD, MN 56465<br>17-0101                                  | (218) 765-4344 | GENL | 12/29/2017 | 9/5/2017   | BC636682                         |
| HORIZON HEATING & SERVICES, INC.<br>11165 49TH AVENUE SW<br>PILLAGER, MN 56473<br>17-0102          | (218) 746-4343 | MECH | 3/14/2017  | 11/10/2018 | MB003818<br>PC645766             |

CITY OF BRAINERD  
LICENSED CONTRACTORS  
CITY COUNCIL MEETING  
January 17, 2017

(21 Renewals)

| CONTRACTOR                                                                                           | TELEPHONE      | TYPE | INSURANCE  | BOND       | STATE NO.            |
|------------------------------------------------------------------------------------------------------|----------------|------|------------|------------|----------------------|
| HARDY BUILDINGS INC<br>23675 COUNTY ROAD 4<br>NISSWA, MN 56468<br>17-0103                            | (218) 829-5336 | GENL | 2/4/2017   | 12/31/2017 |                      |
| THE SIGN SPOT<br>5186 SUSANVILLE DRIVE<br>BRAINERD, MN 56401<br>17-0104                              | (218) 829-0950 | SIGN | 2/9/2017   | 12/31/2017 |                      |
| HANCO UTILITIES, INC.<br>7316 COUNTY ROAD S<br>PO BOX 55<br>LAKE NEBAGAMON, WI 54849<br>17-0105      | (715) 394-2626 | UNGD | 4/16/2017  | 7/7/2017   |                      |
| HVAC TECH HEATING & AIR<br>13213 COUNTY ROAD 8<br>BRAINERD, MN 56401<br>17-0106                      | (218) 838-4708 | MECH | 8/15/2017  | 8/25/2018  | MB664932             |
| HY-TEC CONSTRUCTION OF BRAINERD<br>11360 BUSINESS 371<br>PO BOX 621<br>BRAINERD, MN 56401<br>17-0107 | (218) 829-8529 | GENL | 4/1/2017   | 12/31/2017 | BC050648             |
| SUPERIOR COMPANIES OF MINNESOTA<br>1244 60TH AVENUE NW<br>ROCHESTER, MN 55901<br>17-0108             | (507) 289-0229 | MECH | 5/1/2017   | 12/10/2018 | MB004661<br>PC642520 |
| GREAT RIVER EXCAVATING, LLC<br>10728 BLUE JAY TRAIL<br>BRAINERD, MN 56401<br>17-0109                 | (218) 828-4764 | EXCA | 7/29/2017  | 12/31/2017 | L-2819               |
| ANDERSON BROTHERS CONSTRUCTION, LLC<br>11325 HWY 210<br>BRAINERD, MN 56401<br>17-0110                | (218) 829-1768 | EXCA | 3/29/2017  | 12/31/2017 | PB667019<br>L-3693   |
| THE DOOR DOCTOR<br>801 FRONT STREET<br>BRAINERD, MN 56401<br>17-0111                                 | (218) 828-4562 | OVRD | 6/12/2017  | 12/31/2017 |                      |
| MID-STATE REFRIGERATION, HEATING-AC<br>604 LINCOLN AVENUE NE<br>ST. CLOUD, MN 56304<br>17-0112       | (320) 251-6861 | MECH | 12/31/2017 | 8/18/2018  | MB003246<br>PC005306 |

**BRainerd POLICE DEPARTMENT  
MEMORANDUM**

TO: Brainerd City Council

FROM: Police Chief Corky McQuiston 

DATE: 12-13-16

RE: Monthly Report



[www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)



**Stress Management And Resiliency Training--SMART**

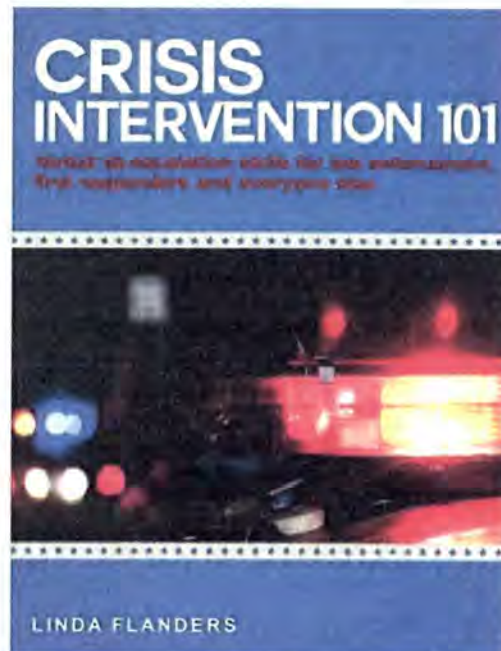
On December 6<sup>th</sup>, Officer Justin Athman attended the SMART workshop at the NJPA facility in Staples. This five hour session was presented by Dr. Amit Sood, Director of Research at the Mayo Clinic Complementary and Interactive Medicine Program, and a Professor of Medicine with the Mayo Clinic College of Medicine.

SMART is a structured program scientifically proven to decrease symptoms of stress and anxiety, and increase well-being, resilience, self-regulation, mindfulness, happiness, and positive health behavior. SMART addresses two aspects of human experience – attention and interpretation.

The training is designed to help officers learn the neuroscience and behavioral aspects of human experience, particularly with the respect to stress, resiliency, performance, and wellness. It also is intended to teach practical approaches to enhance engagement and emotional intelligence and thereby decrease stress and anxiety, increase resilience, and enhance performance, and improve relationships.

One of the Six Pillars of the President's Task Force on 21<sup>st</sup> Century Policing Report is **Officer Wellness and Safety**. The concept behind this 6<sup>th</sup> Pillar is the wellness and safety of law enforcement officers is critical not only to themselves, their colleagues and the agency they work for, but also to overall public safety.

Our intention in 2017 is to attempt to incorporate some types of wellness training opportunities into parts of our other in-service training days. The training and information that Officer Athman received at the free SMART workshop at NJPA will hopefully fit into our plans regarding this.



In December we had almost all our officers attend a 4-hour session on Crisis Intervention Training. The training was set up and paid for by the Mid-Minnesota Women's Center and was hosted at the Brainerd Police Department. It was open to all local law enforcement. There were repeated morning and afternoon 4-hour sessions designed for Law Enforcement only on December 6<sup>th</sup> and 8<sup>th</sup>, and two sessions for other entities offered on December 7<sup>th</sup>.

The goal of the training was to provide officers with additional understanding of people in Mental Health Crisis and how to **verbally** de-escalate a crisis. The training was conducted by Linda Flanders who is a former San Francisco Police Detective.

The training included active role-playing scenarios that involved hired actors to portray scripted crisis situations. Officers had the opportunity to practice skills learned and receive feedback and suggestions on their crisis intervention response. Crisis Intervention Training will most likely become an annual in-service licensing requirement much like Use of Force and Firearms are now.

### **Community Policing Events**

Again this year with the support of the Lakes Area Law Enforcement Association (LALEA) we participated with the Baxter Police Department in our annual Shop-With-a-Cop program. On the three Saturdays in December on the 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup>, 20 different local children went shopping and had breakfast with a Police Officer. A very big thank you to the sponsors of the event goes out to the McDonalds restaurants in NW Brainerd and Walmart, along with the stores of Walmart, Mill's Fleet Farm and Target. Without their support we would not be able to have the success that we do with this event.

On December 22<sup>nd</sup>, we also helped transport Santa and one of his helper elves to the Women's Shelter so Santa could hand out gifts and hugs to children associated with the shelter.

### **Police Activity**

In case you have ever wondered what the typical police calls and activity are like for us on Christmas Eve and Christmas Day, below is a list of our activity for that 48-hour period for 2016. We had 44 incidents. The five-year average for this period is 52, so 2016 was our lowest number, and 2014 was the highest at 64.

Found 44 Results.

| <a href="#">AGN</a> | <a href="#">ICR</a> | <a href="#">Title</a> | <a href="#">Reported Date</a> | <a href="#">Reported Time</a> |
|---------------------|---------------------|-----------------------|-------------------------------|-------------------------------|
| BPD                 | 16017629            | Agency Assist         | 2016-12-24                    | 0013                          |
| BPD                 | 16017630            | Ems                   | 2016-12-24                    | 0507                          |
| BPD                 | 16017631            | Ems                   | 2016-12-24                    | 0520                          |
| BPD                 | 16017632            | Public Assist         | 2016-12-24                    | 0930                          |
| BPD                 | 16017633            | Ems                   | 2016-12-24                    | 1008                          |
| BPD                 | 16017634            | Civil Problem         | 2016-12-24                    | 1007                          |
| BPD                 | 16017635            | Ems                   | 2016-12-24                    | 1017                          |
| BPD                 | 16017636            | Ems                   | 2016-12-24                    | 1247                          |
| BPD                 | 16017637            | Ems                   | 2016-12-24                    | 1341                          |
| BPD                 | 16017638            | Drug Information      | 2016-12-24                    | 1343                          |

|     |          |                     |            |      |
|-----|----------|---------------------|------------|------|
| BPD | 16017639 | Property Damage Acc | 2016-12-24 | 1410 |
| BPD | 16017640 | Traffic Stop        | 2016-12-24 | 1450 |
| BPD | 16017641 | Traffic Stop        | 2016-12-24 | 1459 |
| BPD | 16017642 | Civil Problem       | 2016-12-24 | 1517 |
| BPD | 16017643 | Driving Complaint   | 2016-12-24 | 1518 |
| BPD | 16017644 | Traffic Stop        | 2016-12-24 | 1541 |
| BPD | 16017645 | Traffic Stop        | 2016-12-24 | 1545 |
| BPD | 16017646 | Alarm               | 2016-12-24 | 1611 |
| BPD | 16017647 | Information         | 2016-12-24 | 1650 |
| BPD | 16017648 | Ems                 | 2016-12-24 | 1733 |
| BPD | 16017649 | Suspicious Vehicle  | 2016-12-24 | 1812 |
| BPD | 16017650 | Driving Complaint   | 2016-12-24 | 1919 |
| BPD | 16017651 | Alarm               | 2016-12-24 | 2054 |
| BPD | 16017652 | Animal Complaint    | 2016-12-24 | 2102 |
| BPD | 16017653 | Suspicious Vehicle  | 2016-12-24 | 2132 |
| BPD | 16017654 | Parking Complaint   | 2016-12-24 | 2152 |
| BPD | 16017655 | Traffic Stop        | 2016-12-24 | 2159 |
| BPD | 16017656 | Domestic            | 2016-12-24 | 2320 |
| BPD | 16017657 | Ems                 | 2016-12-24 | 2322 |
| BPD | 16017658 | Ems                 | 2016-12-25 | 0234 |
| BPD | 16017659 | Transport           | 2016-12-25 | 0545 |
| BPD | 16017660 | Civil Problem       | 2016-12-25 | 1331 |
| BPD | 16017661 | Harass Comm         | 2016-12-25 | 1449 |
| BPD | 16017662 | Ems                 | 2016-12-25 | 1534 |
| BPD | 16017663 | Fire                | 2016-12-25 | 1820 |
| BPD | 16017664 | Other               | 2016-12-25 | 1830 |
| BPD | 16017665 | Alarm               | 2016-12-25 | 1911 |
| BPD | 16017666 | Hazard In Road      | 2016-12-25 | 1919 |
| BPD | 16017667 | Ems                 | 2016-12-25 | 1936 |
| BPD | 16017668 | Alarm               | 2016-12-25 | 1948 |
| BPD | 16017669 | Ems                 | 2016-12-25 | 2042 |
| BPD | 16017670 | Agency Assist       | 2016-12-25 | 2228 |
| BPD | 16017671 | Welfare Check       | 2016-12-25 | 2248 |
| PD  | 16017672 | 911 Hangup          | 2016-12-25 | 2319 |

As you can see, Medical calls lead the the pack as the most common with 12 followed by a catagorey where we lump together under Traffic that includes Traffic Stops, Crashes, Driving Complaints, Hazzard In Road, and Parking Compliants with 11.

### **Conduct on Premises Activity Report for December**

| ICR      | Date Reported | Title               | Address                           | Summary                         |
|----------|---------------|---------------------|-----------------------------------|---------------------------------|
| 16016622 | 12/03/16      | Conduct on Premises | 1420 South 8 <sup>th</sup> Street | Conduct on Premises Notice Sent |
| 16016659 | 12/04/16      | Conduct on Premises | 1203 W College Drive              | Conduct on Premises Notice Sent |
| 16017032 | 12/12/16      | Conduct on Premises | 1211 Norwood Street               | Conduct on Premises Notice Sent |

### **Monthly Police Activity**

| December                           | 2016   | 2015 |
|------------------------------------|--------|------|
| Calls                              | 1427   | 1403 |
| Citations (Inc. Parking)           | 282    | 254  |
| Part I and Part II Crimes Reported | 237 ** | 251  |

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

126 parking tickets were issued in the month of December with the following dispositions:

|    |                           |
|----|---------------------------|
| 3  | Dismissed                 |
| 1  | Business Validations      |
| 68 | Paid in Full              |
| 1  | Partial Payments Received |
| 53 | No Payment Received       |

#### **Revenue Recapture Receipts:**

To Date: \$ 28,009.46

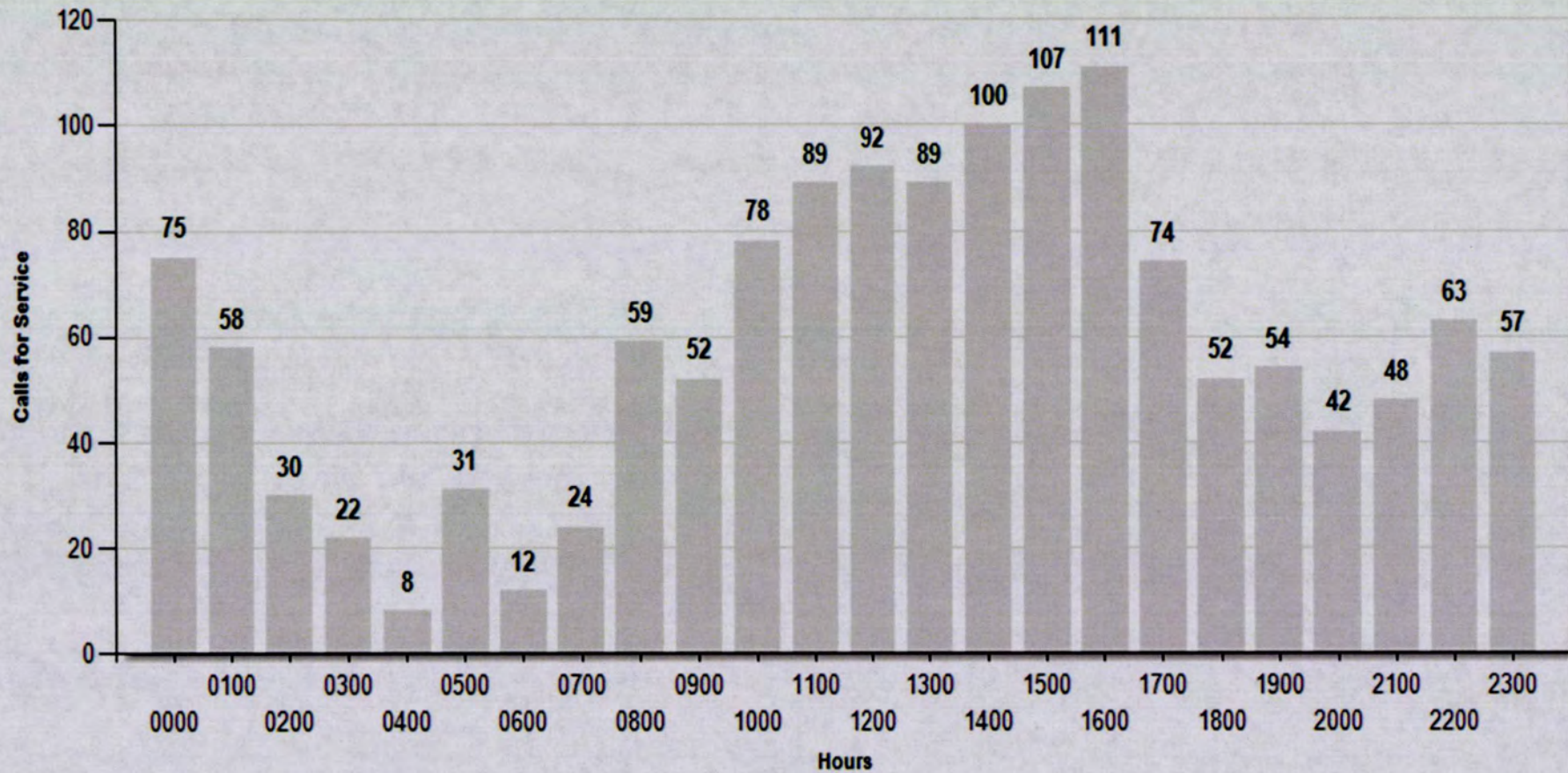
In 2016: \$ 4,867.65



# Calls for Service Hourly

12/1/2016 to 12/31/2016

Total Calls: 1459





## Brainerd City Council Agenda Request

6B

Agenda Item #

Requested Meeting Date: January 17, 2017

Title of Item: Close~Converse Listing Extension for Industrial Park Lots

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input checked="" type="checkbox"/> MAIN AGENDA                                                                                     | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| <b>Submitted by:</b><br>City Administrator Thoreen                                                                                                                                                                                                                                                              | <b>Department:</b><br>Administration                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Presenter (Name &amp; Title):</b><br>Presentation - Close~Converse                                                                                                                                                                                                                                           | <b>Estimated Time Needed:</b><br>5mn                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Summary of Issue:</b><br>Nate Grotzke will provide a summary of activities and contacts with firms or individuals.                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Staff recommends extending the listing agreement with Close~Converse for the Brainerd Industrial Park Lots.                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b><br>Council motion to approve the extension of the agreement an additional year.                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u> |                                                                                                                                                                                                                                                                                                                                                                                                      |

# Close~Converse

COMMERCIAL & PREFERRED PROPERTIES

Specializing in Commercial Real Estate & Business Brokerage

521 Charles Street | Brainerd, Minnesota 56401

Phone: (218) 828-3334 | Fax: (218) 828-4330

## COMMERCIAL EXCLUSIVE LISTING AGREEMENT SALE

This form approved by the Minnesota Association of REALTORS®  
and the Minnesota Commercial Association of REALTORS®, which  
disclaims any liability arising out of use or misuse of this form.  
© 2008 Minnesota Association of REALTORS®, Edina, MN

1. Date \_\_\_\_\_
2. Page 1

3. IN CONSIDERATION OF the Agreement of Close~Converse Commercial Properties
4. (hereinafter referred to as "BROKER") to undertake to sell the property hereinafter described, The City of Brainerd
5. \_\_\_\_\_ (hereinafter referred to as "SELLER") grants to BROKER the exclusive
6. right to sell or contract to sell the property at the Brainerd Industrial Park, consisting of of the vacant, City
7. owned lots in Phase II, Phase IV and the Thiesse/Isebrand Industrial Park located off of Wright Street.
8. and legally described as \_\_\_\_\_
9. \_\_\_\_\_
10. (hereinafter referred to as the "PROPERTY") for the period from the date hereof through and including
11. December 31st , 20 12 , for the sum of TBD
12. upon the following terms Cash or Terms Acceptable to Seller
13. \_\_\_\_\_
14. or at any other price, terms or exchange to which SELLER may consent.
15. SELLER understands that BROKER may list other properties during the term of this Agreement which may compete
16. with SELLER'S PROPERTY for potential buyers.

### SELLER'S OBLIGATIONS

17. It is agreed that SELLER shall promptly furnish BROKER with complete information concerning any person who
18. during the period of this Agreement makes inquiry to SELLER regarding the sale, exchange or lease of the PROPERTY.
19. If the PROPERTY is sold, SELLER hereby agrees to furnish to buyer an Abstract of Title, a Registered Property Abstract
20. or a Title Insurance Commitment, certified to date, to include proper searches covering bankruptcies and state and
21. federal judgments and liens, and to execute or cause to be executed a deed conveying title to the PROPERTY to the
22. buyer and any further documents as may be required to consummate the sale in accordance with the terms above
23. designated or with the terms to which SELLER may hereafter consent.
24. SELLER further agrees to promptly notify BROKER of any notices pertaining to the PROPERTY which are hereafter
25. received during the term of this Agreement.
26. It is further agreed that SELLER shall permit BROKER to erect a "For Sale" sign on the PROPERTY and to remove
27. all other "For Sale" signs from the PROPERTY during the period of this Agreement. It is further agreed that SELLER
28. shall permit BROKER to erect a "Sold" sign on the PROPERTY for a period of thirty (30) days following the sale or
29. exchange of the PROPERTY by BROKER. SELLER shall permit BROKER to place information on the Minnesota
30. Commercial Property Exchange (MCPE) and the Internet concerning the PROPERTY. Broker may notify the MCPE
31. and member REALTORS® of the price and terms of the sale.

32. **NOTICE: THE COMPENSATION RATE FOR THE SALE, LEASE, RENTAL OR MANAGEMENT OF REAL PROPERTY**
33. **SHALL BE DETERMINED BETWEEN EACH INDIVIDUAL BROKER AND ITS CLIENT.**

### COMPENSATION

34. It is further agreed that SELLER shall pay BROKER a brokerage fee of Seven percent (%) of the price for which
35. the PROPERTY is sold or exchanged; or \$ 5,000.00 , whichever is greater, upon occurrence of any of
36. the following conditions:
37. 1. The sale, contract for sale, exchange or conveyance of the PROPERTY during the period of this Agreement by
38. BROKER or any other person, including, but not limited to, SELLER, or any other agent or broker not a party to this
39. Agreement, in accordance with the price, terms or exchange as set forth herein or as otherwise consented to by
40. SELLER.

**COMMERCIAL EXCLUSIVE  
LISTING AGREEMENT SALE**

43. Address Brainerd Industrial Park

44. Page 2

45. 2. If a buyer is procured, whether by BROKER, SELLER or anyone else, who is ready, willing and able to purchase  
46. the PROPERTY at the price and terms set forth above and SELLER refuses to sell.  
47. 3. If SELLER agrees to sell the PROPERTY before this contract expires, and SELLER refuses to close the sale.  
48. 4. If SELLER removes PROPERTY from the market before expiration of this Listing Agreement.  
49. 5. If SELLER grants an option to purchase the PROPERTY, SELLER shall compensate BROKER, as provided herein,  
50. based on the price paid for the option and for any extensions thereof. This compensation shall be paid upon receipt  
51. by SELLER of any such payments. In the event such option is exercised, whether during the term of this Agreement,  
52. or within 24 months thereafter, SELLER shall also compensate BROKER on the gross sales price of the  
53. PROPERTY in accordance with the provisions herein.
54. Notwithstanding the foregoing, to the extent that all or part of the price paid for the option or any extension thereof  
55. is applied to the sales price of the PROPERTY, then any compensation previously paid by owner to BROKER on  
56. account of such option payments shall be credited against the compensation payable to BROKER on account of  
57. the exercise of the option.
58. 6. During the term of this Listing Agreement or within 180 days (not to exceed 180 days, except for the purchase  
59. or sale of a business in which case it cannot exceed two (2) years) after the expiration of this Listing Agreement:  
60. (i) the PROPERTY is acquired by a public authority; (ii) an agreement to acquire the PROPERTY is reached with a  
61. public authority; or (iii) a public authority institutes eminent domain/condemnation proceedings to acquire the  
62. PROPERTY.
63. 7. SELLER contributes or conveys the PROPERTY or any interest therein to a partnership, joint venture or other  
64. business entity during the term of this Agreement in lieu of a sale of the PROPERTY during the term of this  
65. Agreement.
66. 8. SELLER is a partnership or other business entity, and an interest in the partnership or other business entity is  
67. transferred, whether by merger, outright purchase or otherwise in lieu of sale of the PROPERTY during the term  
68. of this Agreement.
69. 9. If within 120 days (not to exceed 180 days, except for the purchase or sale of a business in which case  
70. it cannot exceed two (2) years) after the end of this Agreement, SELLER sells or agrees to sell the PROPERTY to  
71. anyone who has made an affirmative showing of interest in the PROPERTY by responding to an advertisement  
72. or by contacting the BROKER or salesperson involved or has been physically shown the PROPERTY by the  
73. BROKER or salesperson. It is understood that BROKER shall not seek to enforce collection of a compensation  
74. under this subparagraph nine (9) unless the name of the prospect is on a written list given to SELLER within 72  
75. hours after expiration of this Listing Agreement.
76. SELLER further agrees that in the event a lease of the PROPERTY is entered into (a) during the term of this Listing  
77. Agreement, or (b) during the period set forth in subparagraph nine (9) above with a person or entity as described  
78. therein, then SELLER shall pay BROKER a leasing commission of NA, which shall  
79. be due and payable upon execution of the lease or as otherwise agreed in writing.
80. As security for BROKER's compensation, SELLER hereby grants to BROKER a security interest in the proceeds from  
81. the sale or lease of the PROPERTY described herein and any title company or other closer who conducts the closing  
82. on the sale or lease of the PROPERTY described herein is directed to disburse the BROKER's compensation provided  
83. hereunder to the BROKER at the time of closing.

**SELLER'S REPRESENTATIONS**

84. **SELLER'S REPRESENTATIONS**  
85. SELLER has full legal right to sell or lease the Property.
86. SELLER certifies that as of the date of execution of this Agreement, SELLER has not received any notice of building,  
87. health or fire code violations, nor notice of hazardous waste on the PROPERTY, nor notice of condemnation pertaining  
88. to the PROPERTY, except as herein noted (if none, state "none"): NONE  
89. \_\_\_\_\_  
90. \_\_\_\_\_

**COMMERCIAL EXCLUSIVE  
LISTING AGREEMENT SALE**

91. Address Brainerd Industrial Park

92. Page 3

**CERTIFICATION INDIVIDUAL TRANSFEROR**

93.  
94. Section 1445 of the Internal Revenue Code provides that a transferee (buyer) of a U.S. real property interest must  
95. be notified in writing, and must withhold tax if the transferor (SELLER) is a foreign person and the sale  
96. price exceeds \$300,000. In the event transferor (SELLER) is a foreign person and the sale price exceeds  
97. \$300,000, requirements of the 1980 Foreign Investment in Real Property Tax Act (FIRPTA) will be fulfilled.  
98. SELLER states and acknowledges the following:  
99. I am a citizen of the United States or, if a corporation, partnership or other business entity, duly incorporated in the  
100. United States, or, if a partnership or business entity, formed and governed by the laws of the United States:  
101. ☒ Yes ☐ No

102. If "No," please state country of citizenship, incorporation or the like: \_\_\_\_\_  
103. Under the penalties of perjury, I declare that I have examined this certification and, to the best of my knowledge and  
104. belief, it is true, correct and complete.

**FORFEITURE OF EARNEST MONEY**

105.  
106. If a buyer of the PROPERTY defaults and as a result forfeits the earnest money, SELLER shall receive 100  
107. percent (%) and BROKER shall receive 0 percent (%) of the earnest money.

**COOPERATING BROKERS**

108.  
109. SELLER hereby permits BROKER to share part of BROKER'S compensation with other real estate brokers, including  
110. brokers only representing the buyer.

**CLOSING SERVICES**

111.  
112. After a purchase agreement for the PROPERTY is signed, arrangements must be made to close the transaction.  
113. SELLER understands the SELLER may arrange for a qualified closing agent or attorney to conduct the closing, or  
114. SELLER may ask BROKER to arrange for the closing. SELLER understands that SELLER may be required to pay  
115. certain closing costs which may effectively reduce the proceeds from the sale. SELLER has indicated his/her/its  
116. choice for closing services (initial one).

117. [Signature] SELLER wishes to have BROKER arrange for closing services.  
(Seller) (Seller)

118.                      SELLER shall arrange for closing services.  
(Seller) (Seller)

**MISCELLANEOUS**

119.  
120. 1. This Agreement is binding upon the heirs, successors and assigns of the parties.  
121. 2. All of the representations and covenants of this Agreement shall survive and be enforceable after termination of  
122. this Agreement.  
123. ~~3. In the event of any litigation instituted by SELLER or BROKER to enforce the provisions of this Agreement, the~~  
124. ~~prevailing party shall recover reasonable attorneys' fees, costs and expenses from the other party.~~  
125. 4. This Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written  
126. agreements between the parties relative to the provisions herein. No amendment, modification or extension of  
127. this Agreement shall be valid or binding unless made in writing and signed by both SELLER and BROKER.  
128. 5. This contract shall be governed by the laws of the State of Minnesota.

129. [Signature]  
(SELLER)

130. 22 OCT 2010  
(Date)

131. [Signature]  
(SELLER) 10/22/2010

MNC:ELAS-3 (2/08) (DATE)

**Close-Converse Commercial Properties**

(BROKER)

By. [Signature]

(Agent)

10/24/10  
(Date)

# **Close~Converse**

COMMERCIAL & PREFERRED PROPERTIES

PO Box 327, Brainerd, MN 56401

218-828-3334

## **LISTING AGREEMENT EXTENSION**

As per the Listing Agreement dated October 29, 2010, pertaining to the property referred to as Phase II, Phase IV and Thiesse/Isebrand of the Brainerd Industrial Park, Brainerd, MN 56401, by and between Close~Converse Commercial Properties (hereinafter called "Broker") and The City of Brainerd (hereinafter called "Seller"), Broker and Seller agree to amend the agreement as follows:

**Listing Extension.** The term of the Listing Agreement shall be extended until December 31, 2017.

*For MLS purposes, the new listing date shall be the date of the last responding party. All other terms and conditions of the Listing Agreement shall remain the same.*

IN WITNESS WHEREOF, the respective parties hereto have caused this Amendment to be executed as of \_\_\_\_\_, 2017.

**Seller:**  
**The City of Brainerd**

By: \_\_\_\_\_

Date: \_\_\_\_\_

It's: \_\_\_\_\_

Date: \_\_\_\_\_

**Broker:**  
**Close~Converse Commercial Properties**

By: \_\_\_\_\_  
Nate Grotzke

Date: \_\_\_\_\_

Its: \_\_\_\_\_

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

TUESDAY, January 17, 2017  
City Hall Conference Room  
6:30 P.M.

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

|                                        |                 |
|----------------------------------------|-----------------|
| General Fund to Airport Fund           | \$12,960        |
| Mayor Contingency Fund #250 per Budget | \$2,500         |
| IT Capital #403 per Budget             | \$29,600        |
| Fire Capital #404 per Budget           | \$57,000        |
| Debt Service #310 per Budget           | <u>\$57,120</u> |
|                                        | \$159,180       |

| <u>Contractor</u> | <u>IMP #</u> | <u>Project</u>           | <u>Amount</u> | <u>Total Retained</u> |
|-------------------|--------------|--------------------------|---------------|-----------------------|
| S.E.H             | 14-15        | Arpt Util Ext thru 12/31 | \$2,241.75    | \$0                   |
| Tom's Backhoe     | 14-15        | Arpt Util Ext thru 12/31 | \$282,275.14  | \$8,730.16            |
| Tom's Backhoe     | 14-15        | Arpt Util Ext thru 12/31 | \$154,855.45  | \$0                   |
| WSN               | 16-11        | Bridge Inspection/Audit  | \$3,606.13    | \$0                   |

2. P & F Committee Organizational Overview

3. Pay Equity Report Approval

4. Discussion of Process and Timetable: PTO; Compensation Plan

5. Review of Existing Purchasing Policy

6. Credit Card Update for Parks Department

7. January Monthly Operating Transfers

PACKET: 03882 01/17/17 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

| VENDOR  | NAME                    | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION                              | CHECK# | AMOUNT    |
|---------|-------------------------|------------------|------------------|------------------------------------------|--------|-----------|
| 01-0011 | ACE HARDWARE            |                  |                  |                                          |        |           |
|         |                         | I-245898         | 101-41940-2220   | REPAIR & MAIN SEAL KNOCKOUT              | 074562 | 0.97      |
| 01-0071 | FORUM COMMUNICATIONS CO |                  |                  |                                          |        |           |
|         |                         | I-18111          | 101-41910-3350   | PRINTING/LEGA NOH: PASCHELKE             | 074573 | 43.54     |
|         |                         | I-18111          | 101-41910-3350   | PRINTING/LEGA NOH: NELSON                | 074573 | 46.65     |
|         |                         | I-18111          | 101-41910-3350   | PRINTING/LEGA NOH: NON-SHORT TERM RENTAL | 074573 | 87.08     |
| 01-0086 | CITY OF BRAINERD        |                  |                  |                                          |        |           |
|         |                         | I-TRANSFERS 1/17 | 101-49300-7720   | TRANSFERS OUT MONTHLY APRT TRANSFER      | 074580 | 12,960.00 |
|         |                         | I-TRANSFERS 2017 | 101-49300-7720   | TRANSFERS OUT MAYOR CONTIN FUND          | 074580 | 2,500.00  |
|         |                         | I-TRANSFERS 2017 | 101-49300-7720   | TRANSFERS OUT IT CAPITAL                 | 074580 | 29,600.00 |
| 01-0122 | COMMUNITY ACTION        |                  |                  |                                          |        |           |
|         |                         | I-1ST HALF 2017  | 101-49200-3460   | REMIT COMMUNI 1ST HALF 2017 LEVY         | 074582 | 39,600.00 |
| 01-0204 | HOLLCO INC              |                  |                  |                                          |        |           |
|         |                         | I-12320061/DEC16 | 101-42400-2212   | MOTOR FUELS DECEMBER MOTOR FUELS         | 074591 | 148.82    |
|         |                         | I-12320061/DEC16 | 101-41940-2212   | MOTOR FUELS DECEMBER MOTOR FUELS         | 074591 | 50.86     |
| 01-0215 | JANITORIAL SERVICES OF  |                  |                  |                                          |        |           |
|         |                         | I-414471         | 101-41940-3300   | PROFESSIONAL NOVEMBER CLEANING SERVICES  | 074594 | 589.70    |
|         |                         | I-414473         | 101-41940-3300   | PROFESSIONAL DECEMBER CLEANING SERVICES  | 074594 | 589.70    |
| 01-0229 | CLIFTONLARSONALLEN LLP  |                  |                  |                                          |        |           |
|         |                         | I-1626           | 101-41400-3330   | PROFESSIONAL TRAINING-HILLMAN            | 074581 | 100.00    |
| 01-0243 | MARCO FINANCING         |                  |                  |                                          |        |           |
|         |                         | I-312638215      | 101-41800-3331   | LEASE PAYMENT JANUARY COPIER LEASE       | 074600 | 848.66    |
| 01-0270 | MN DEPT LABOR & INDUSTR |                  |                  |                                          |        |           |
|         |                         | I-4TH QTR 2016   | 101-21800        | SURCHARGE PAY SURCHARGES 4TH QTR 2016    | 074605 | 1,078.54  |
| 01-0284 | OFFICE SHOP             |                  |                  |                                          |        |           |
|         |                         | I-1017382-0      | 101-42400-2200   | OFFICE SUPPLI KEYBOARD TRAY-JOHNSON      | 074612 | 199.00    |
|         |                         | I-1018020-0      | 101-41940-2210   | OPERATING SUP 2 CASES-PAPER TOWELS       | 074612 | 39.98     |
|         |                         | I-1018390-0      | 101-41940-2200   | OFFICE SUPPLI CALENDARS & ENVELOPES      | 074612 | 138.43    |
| 01-0291 | PIKE PLUMBING AND HEATI |                  |                  |                                          |        |           |
|         |                         | I-JAN 2017       | 101-32230        | MECHANICAL PE REFUND OF 2017-00016       | 074614 | 40.00     |
|         |                         | I-JAN 2017       | 101-21800        | SURCHARGE PAY REFUND OF 2017-00016       | 074614 | 1.00      |
| 01-0313 | LAKES AREA SENIOR CENTE |                  |                  |                                          |        |           |
|         |                         | I-1ST HALF 2017  | 101-49200-3461   | REMIT SENIOR 1ST HALF 2017 LEVY          | 074598 | 39,600.00 |
| 01-0319 | SPRINGSTED INC          |                  |                  |                                          |        |           |
|         |                         | I-16-278         | 101-49200-3300   | PROFESSIONAL 2016 CONTINUING DISCLOSURE  | 074622 | 2,800.00  |
| 01-0325 | THELEN HTG & RFG CO     |                  |                  |                                          |        |           |

PACKET: 03882 01/17/17 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

| VENDOR  | NAME                    | ITEM #          | G/L ACCOUNT NAME | DESCRIPTION                                  | CHECK# | AMOUNT     |
|---------|-------------------------|-----------------|------------------|----------------------------------------------|--------|------------|
| 01-0325 | THELEN HTG & RFG CO     |                 | continued        |                                              |        |            |
|         |                         | I-4519          | 101-41940-2220   | REPAIR & MAIN SERVICE CALL-HEATING CITY HALL | 074624 | 485.00     |
|         |                         | I-4545          | 101-41940-2220   | REPAIR & MAIN PREV MAINT ON HVAC EQUIP       | 074624 | 622.00     |
| 01-0344 | WASTE PARTNERS INC      |                 |                  |                                              |        |            |
|         |                         | I-6CX00479      | 101-41940-3300   | PROFESSIONAL DECEMBER GARBAGE                | 074628 | 70.24      |
| 01-0521 | PITNEY BOWES INC        |                 |                  |                                              |        |            |
|         |                         | I-3100927583    | 101-41940-3331   | LEASE PAYMENT POSTAGE MACH 10/30/16-1/29/17  | 074615 | 651.24     |
| 01-0745 | BATTERIES PLUS          |                 |                  |                                              |        |            |
|         |                         | I-035-322988    | 101-41940-2220   | REPAIR & MAIN 4 6V BATTERIES                 | 074570 | 59.96      |
| 01-1    | MISCELLANEOUS VENDOR    |                 |                  |                                              |        |            |
|         | FIRST LUTHERAN CHU      | I-01/30/17      | 101-41910-3430   | MISCELLANEOUS DEPOSIT FOR MTG ROOM 01/30/17  | 074585 | 100.00     |
| 01-1153 | NORTHLAND ARBORETUM     |                 |                  |                                              |        |            |
|         |                         | I-1ST HALF 2017 | 101-49200-3462   | REMIT ARBORET 1ST HALF 2017 LEVY             | 074611 | 39,600.00  |
| 01-1432 | INTEGRA TELECOM         |                 |                  |                                              |        |            |
|         |                         | I-14355137      | 101-41940-3321   | TELEPHONE ELEVATOR PHONE LINES               | 074593 | 47.47      |
| 01-1742 | CGMC                    |                 |                  |                                              |        |            |
|         |                         | I-2017          | 101-49200-3430   | MISCELLANEOUS 2017 MEMBERSHIP DUES           | 074578 | 26,496.00  |
| 01-2392 | MENARDS                 |                 |                  |                                              |        |            |
|         |                         | I-41763         | 101-41940-2220   | REPAIR & MAIN 3 50 LB BAGS OF ICE MELT       | 074603 | 53.97      |
| 01-2889 | ALL STATE COMMUNICATION |                 |                  |                                              |        |            |
|         |                         | I-258398        | 101-41940-3300   | PROFESSIONAL 2017 - FIRE ALARM MONITORING    | 074566 | 300.00     |
| 01-2940 | MCFOA/REGION II         |                 |                  |                                              |        |            |
|         |                         | I-1/20/2017     | 101-41400-3330   | PROFESSIONAL MCFOA HILLMAN TRAINING          | 074602 | 15.00      |
| 01-3312 | PERMITWORKS             |                 |                  |                                              |        |            |
|         |                         | I-2017-0011     | 101-42400-3309   | COMPUTER TECH 2017 PERMIT WORK SUPPORT PLAN  | 074613 | 4,180.00   |
| 01-3397 | MNSPECT LLC             |                 |                  |                                              |        |            |
|         |                         | I-6937          | 101-42400-3330   | PROFESSIONAL CONT ED-JOHNSON & STOCKINGER    | 074606 | 206.00     |
|         |                         |                 |                  |                                              |        |            |
|         |                         |                 | FUND             | 101 GENERAL FUND                             | TOTAL: | 203,949.81 |

PACKET: 03882 01/17/17 COUNCIL

VENDOR SET: 01

FUND : 203 TRANSIT FUND

| VENDOR  | NAME                    | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION                                | CHECK# | AMOUNT    |
|---------|-------------------------|------------------|------------------|--------------------------------------------|--------|-----------|
| 01-0011 | ACE HARDWARE            |                  |                  |                                            |        |           |
|         |                         | I-245626         | 203-49000-2210   | OPERATING SUP 2 KEYS CUT                   | 074562 | 3.98      |
| 01-0069 | BRAINERD BUS LINES INC  |                  |                  |                                            |        |           |
|         |                         | I-11612          | 203-49000-2212   | MOTOR FUELS DECEMBER 2016 SERVICE          | 074572 | 7,126.51  |
|         |                         | I-11612          | 203-49000-3401   | VEHICLE REPAI DECEMBER 2016 SERVICE        | 074572 | 5,210.02  |
|         |                         | I-11612          | 203-49000-3440   | TRANSIT SERVI DECEMBER 2016 SERVICE        | 074572 | 54,226.69 |
| 01-0204 | HOLLCO INC              |                  |                  |                                            |        |           |
|         |                         | I-12320061/DEC16 | 203-49000-3330   | PROFESSIONAL DECEMBER MOTOR FUELS          | 074591 | 30.50     |
| 01-0447 | CDW GOVERNMENT, INC     |                  |                  |                                            |        |           |
|         |                         | I-GHV7155        | 203-49000-3309   | COMPUTER TECH TABLET HOLDER                | 074577 | 29.74     |
| 01-0634 | HBI RADIO BRAINERD      |                  |                  |                                            |        |           |
|         |                         | I-1161212131     | 203-49000-3340   | ADVERTISING/M KLIZ-FM DECEMBER ADVERTISING | 074588 | 540.00    |
|         |                         | I-1161212132     | 203-49000-3340   | ADVERTISING/M B93.3 DECEMBER ADVERTISING   | 074588 | 540.00    |
|         |                         | I-1161212133     | 203-49000-3340   | ADVERTISING/M WJJY-FM DECEMBER ADVERTISING | 074588 | 675.00    |
| 01-1965 | NORTH CENTRAL BUS SALES |                  |                  |                                            |        |           |
|         |                         | I-74575          | 203-49000-5550   | CAPITAL - VEH FARE BOX INSTALLATION        | 074610 | 1,765.00  |
|         |                         |                  |                  |                                            |        |           |
|         |                         |                  | FUND             | 203 TRANSIT FUND                           | TOTAL: | 70,147.44 |

PACKET: 03882 01/17/17 COUNCIL

VENDOR SET: 01

FUND : 225 PUBLIC SAFETY FUND

| VENDOR  | NAME                    | ITEM #            | G/L ACCOUNT NAME | DESCRIPTION                                  | CHECK# | AMOUNT    |
|---------|-------------------------|-------------------|------------------|----------------------------------------------|--------|-----------|
| 01-0011 | ACE HARDWARE            |                   |                  |                                              |        |           |
|         |                         | I-245735          | 225-42220-2210   | OPERATING SUP FASTENERS                      | 074562 | 7.34      |
|         |                         | I-245759          | 225-42220-2210   | OPERATING SUP HINGED PLUG, ROPE CLIP ROLLER  | 074562 | 18.14     |
|         |                         | I-245918          | 225-42220-2210   | OPERATING SUP PAINT SUPPLIES, TAPE, BULB     | 074562 | 27.94     |
|         |                         | I-245927          | 225-42220-2210   | OPERATING SUP PAINT SUPPLIES                 | 074562 | 153.10    |
|         |                         | I-245930          | 225-42220-2210   | OPERATING SUP PAINT ROLLERS, BRUSHES, PAINT  | 074562 | 75.36     |
|         |                         | I-245932          | 225-42220-2210   | OPERATING SUP PAINT                          | 074562 | 121.76    |
| 01-0049 | AUTO VALUE - WEST       |                   |                  |                                              |        |           |
|         |                         | I-17162624        | 225-42220-2210   | OPERATING SUP S1 ABS RELAY                   | 074569 | 14.99     |
| 01-0079 | BRAINERD LICENSE OFFICE |                   |                  |                                              |        |           |
|         |                         | I-E3 TITLE        | 225-42220-2210   | OPERATING SUP E2 TITLE FEE                   | 074575 | 21.75     |
| 01-0086 | CITY OF BRAINERD        |                   |                  |                                              |        |           |
|         |                         | I-TRANSFERS 2017  | 225-49300-7720   | TRANSFERS OUT FIRE CAPITAL                   | 074580 | 57,000.00 |
|         |                         | I-TRANSFERS 2017  | 225-49300-7720   | TRANSFERS OUT DEBT SERVICE                   | 074580 | 57,120.00 |
| 01-0199 | HANNAHS, DONALD C. JR.  |                   |                  |                                              |        |           |
|         |                         | I-JANUARY 2017    | 225-42700-3300   | PROFESSIONAL JANUARY 2017                    | 074587 | 1,360.60  |
| 01-0204 | HOLLCO INC              |                   |                  |                                              |        |           |
|         |                         | I-12320052/DEC 16 | 225-42220-2212   | MOTOR FUELS DECEMBER 2016 FUEL               | 074591 | 325.65    |
| 01-0209 | HEARTLAND TIRE INC.     |                   |                  |                                              |        |           |
|         |                         | I-71165           | 225-42120-2221   | SQUAD CAR REP SQD #421 - TIRE REPAIR         | 074589 | 25.38     |
| 01-0284 | OFFICE SHOP             |                   |                  |                                              |        |           |
|         |                         | I-289783-0        | 225-42220-3331   | LEASE PAYMENT 2016 4TH QTR COPIER CHARGES    | 074612 | 99.56     |
| 01-0344 | WASTE PARTNERS INC      |                   |                  |                                              |        |           |
|         |                         | I-6CX00775        | 225-42120-3430   | MISCELLANEOUS DECEMBER GARBAGE               | 074628 | 91.23     |
| 01-0447 | CDW GOVERNMENT, INC     |                   |                  |                                              |        |           |
|         |                         | I-GHQ3114         | 225-42120-2210   | OPERATING SUP EXTERNAL HARD DRIVE FOR VIDEOS | 074577 | 86.40     |
| 01-0745 | BATTERIES PLUS          |                   |                  |                                              |        |           |
|         |                         | I-035-322788      | 225-42120-2221   | SQUAD CAR REP SQD 441-BATTERY                | 074570 | 79.99     |
|         |                         | I-035-322852      | 225-42120-3430   | MISCELLANEOUS FLUORESCENT BULB RECYCLING     | 074570 | 23.14     |
| 01-0888 | WEST BRAINERD AUTO SERV |                   |                  |                                              |        |           |
|         |                         | I-19847           | 225-42120-2221   | SQUAD CAR REP TOW: SQUAD 421                 | 074629 | 30.00     |
| 01-1343 | CHARTER COMMUNICATIONS  |                   |                  |                                              |        |           |
|         |                         | I-01/01/17        | 225-42120-3380   | UTILITIES BUSINESS TV                        | 074579 | 28.37     |
|         |                         | I-JAN-FEB 2017    | 225-42220-3380   | UTILITIES MAIN STATION 1/8-2/7/17            | 074579 | 7.35      |
| 01-1384 | MARTIN-MCALLISTER       |                   |                  |                                              |        |           |
|         |                         | I-10799           | 225-42120-3300   | PROFESSIONAL POLICE ASSESSMENT/POTENTIAL HI  | 074601 | 500.00    |

PACKET: 03882 01/17/17 COUNCIL

VENDOR SET: 01

FUND : 225 PUBLIC SAFETY FUND

| VENDOR  | NAME                    | ITEM #          | G/L ACCOUNT NAME            | DESCRIPTION                                  | CHECK# | AMOUNT     |
|---------|-------------------------|-----------------|-----------------------------|----------------------------------------------|--------|------------|
| 01-1735 | MUNICIPAL EMERGENCY SER | I-IN1093884     | 225-42220-2220              | REPAIR & MAIN RESCUE SAW SECTIONS & GUIDE BA | 074609 | 478.84     |
| 01-1753 | MARCO                   | I-INV3933798    | 225-42120-3309              | COMPUTER TECH PRINTER MAINTENANCE CONTRACT   | 074599 | 43.72      |
| 01-1762 | REICHERT ENTERPRISES IN | I-06865         | 225-42220-2220              | REPAIR & MAIN T4 RADIATOR CAP                | 074618 | 35.71      |
|         |                         | I-06866         | 225-42220-2210              | OPERATING SUP ANTIFREEZE                     | 074618 | 9.53       |
| 01-1815 | F.I.R.E. CROSSLAKE      | I-2131          | 225-42220-3330              | PROFESSIONAL OSHA TRAINING                   | 074584 | 500.00     |
| 01-2177 | HOLIDAY CREDIT OFFICE   | C-DECEMBER 2016 | 225-42120-2212              | MOTOR FUELS CREDITS/REBATES DEC 2016         | 074590 | 246.05-    |
|         |                         | C-DECEMBER 2016 | 225-42220-2212              | MOTOR FUELS CREDITS/REBATES DEC 2016         | 074590 | 38.90-     |
|         |                         | I-DEC 16 FD     | 225-42220-2212              | MOTOR FUELS DECEMBER 2016 FUEL               | 074590 | 378.07     |
|         |                         | I-DEC 16 PD     | 225-42120-2212              | MOTOR FUELS DECEMBER FUEL & WASHER FLUID     | 074590 | 2,506.76   |
|         |                         | I-DEC 16 PD     | 225-42120-2221              | SQUAD CAR REP DECEMBER FUEL & WASHER FLUID   | 074590 | 6.45       |
| 01-2377 | GRANITE ELECTRONICS     | I-150001635-1   | 225-42220-2210              | OPERATING SUP D BUTTON REPLACEMENT           | 074586 | 18.00      |
| 01-2889 | ALL STATE COMMUNICATION | I-258399        | 225-42120-3300              | PROFESSIONAL 2017 - FIRE ALARM MONITORING    | 074566 | 300.00     |
| 01-2916 | RUNDE, ANTHONY          | I-TRAVELREIMB   | 225-42120-3330              | PROFESSIONAL 728-TZD CONFERENCE              | 074620 | 249.02     |
| 01-3168 | MOTORS-N-MORE           | I-24756         | 225-42120-2221              | SQUAD CAR REP SQD #422 - OIL CHANGE          | 074607 | 23.00      |
|         |                         | I-24757         | 225-42120-2221              | SQUAD CAR REP SQD #442 - OIL CHANGE          | 074607 | 23.00      |
|         |                         | I-24767         | 225-42120-2221              | SQUAD CAR REP SQD #424-OIL CHANGE            | 074607 | 23.00      |
|         |                         | I-24768         | 225-42120-2221              | SQUAD CAR REP SQD #416 - OIL CHANGE          | 074607 | 23.00      |
|         |                         | I-24777         | 225-42120-2221              | SQUAD CAR REP SQD #441 - ALTERNATOR          | 074607 | 302.40     |
| 01-3202 | INNOVATIVE OFFICE SOLUT | I-IN1452783     | 225-42220-2210              | OPERATING SUP KEY TAGS                       | 074592 | 5.54       |
| 01-3395 | EMERGENCY RESPONSE SOLU | I-7795          | 225-42220-2210              | OPERATING SUP O-RING, POLY URETHANE          | 074583 | 46.28      |
| 01-3420 | BCA - MNJIS SECTION     | I-358821        | 225-42120-3321              | TELEPHONE CJDN CONNECT-4TH QTR 2016          | 074571 | 390.00     |
|         |                         |                 | FUND 225 PUBLIC SAFETY FUND | TOTAL:                                       |        | 122,295.42 |

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FUND : 230 PARK & RECREATION FUND

| VENDOR  | NAME                    | ITEM #          | G/L ACCOUNT NAME | DESCRIPTION        | CHECK#                   | AMOUNT                 |
|---------|-------------------------|-----------------|------------------|--------------------|--------------------------|------------------------|
| =====   |                         |                 |                  |                    |                          |                        |
| 01-0027 | WEX BANK                |                 |                  |                    |                          |                        |
|         |                         | I-48147873      | 230-45200-2212   | MOTOR FUELS        | DECEMBER MOTOR FUELS     | 000085 160.52          |
| 01-0260 | MN BUREAU OF CRIM APPRE |                 |                  |                    |                          |                        |
|         |                         | I-1091701       | 230-45209-2210   | OPERATING SUP 2    | BACKGROUND CHECKS        | 074604 30.00           |
| 01-2011 | MRPA                    |                 |                  |                    |                          |                        |
|         |                         | I-1031701       | 230-45200-3433   | DUES & SUBSCR 2017 | MEMBERSHIP DUES-KAUFMAN  | 074608 287.00          |
|         |                         | I-1031702       | 230-45200-3433   | DUES & SUBSCR 2017 | MEMBERSHIP DUES-SAILER   | 074608 287.00          |
| 01-2177 | HOLIDAY CREDIT OFFICE   |                 |                  |                    |                          |                        |
|         |                         | C-DECEMBER 2016 | 230-45200-2212   | MOTOR FUELS        | CREDITS/REBATES DEC 2016 | 074590 48.42-          |
|         |                         | I-DEC 16 PK     | 230-45200-2212   | MOTOR FUELS        | DECEMBER MOTOR FUELS     | 074590 488.20          |
| 01-2670 | AMERICAN STEEL SUPPLY I |                 |                  |                    |                          |                        |
|         |                         | I-72279         | 230-45200-2220   | REPAIR & MAIN      | IRON-KWP                 | 074567 5.56            |
| 01-3421 | JOBSHQ                  |                 |                  |                    |                          |                        |
|         |                         | I-1806315       | 230-45200-3350   | PRINTING/LEGA      | WARMING HOUR ATTEND AD   | 074595 381.50          |
|         |                         |                 |                  | FUND               | 230                      | PARK & RECREATION FUND |
|         |                         |                 |                  |                    | TOTAL:                   | 1,591.36               |

PACKET: 03882 01/17/17 COUNCIL

VENDOR SET: 01

FUND : 235 STREET &amp; SEWER FUND

| VENDOR  | NAME                    | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION                                 | CHECK# | AMOUNT |
|---------|-------------------------|------------------|------------------|---------------------------------------------|--------|--------|
| 01-0011 | ACE HARDWARE            |                  |                  |                                             |        |        |
|         |                         | C-245913         | 235-43100-2220   | REPAIR & MAIN SEAL KNOCKOUT EXCHANGE        | 074562 | 0.53-  |
|         |                         | C-245913         | 235-43100-2220   | REPAIR & MAIN SEAL KNOCKOUT EXCHANGE        | 074562 | 0.44   |
|         |                         | I-245857         | 235-43100-2220   | REPAIR & MAIN FASTENERS                     | 074562 | 0.86   |
|         |                         | I-245872         | 235-43100-2220   | REPAIR & MAIN REFLECTIVE MYLAR              | 074562 | 3.18   |
|         |                         | I-245904         | 235-43100-2220   | REPAIR & MAIN SEAL KNOCKOUT                 | 074562 | 0.53   |
| 01-0039 | AMERIPRIDE LINEN SERVIC |                  |                  |                                             |        |        |
|         |                         | I-2200865501     | 235-43100-3430   | MISCELLANEOUS LAUNDRY SERVICE               | 074568 | 104.52 |
|         |                         | I-2200868209     | 235-43100-3430   | MISCELLANEOUS LAUNDRY SERVICE               | 074568 | 78.25  |
| 01-0077 | BRAINERD HYDRAULICS/AIR |                  |                  |                                             |        |        |
|         |                         | I-4095           | 235-43100-2220   | REPAIR & MAIN 6 O-RINGS                     | 074574 | 5.34   |
|         |                         | I-4149           | 235-43100-2220   | REPAIR & MAIN CAST - AIR COMPRESSOR         | 074574 | 33.00  |
| 01-0204 | HOLLCO INC              |                  |                  |                                             |        |        |
|         |                         | I-12320008/DEC16 | 235-43125-2212   | MOTOR FUELS DECEMBER MOTOR FUEL             | 074591 | 954.34 |
| 01-0223 | L & M STEEL             |                  |                  |                                             |        |        |
|         |                         | I-15612          | 235-43100-2220   | REPAIR & MAIN PLATE STEEL-FAN PULLER        | 074597 | 62.36  |
|         |                         | I-15661          | 235-43100-2220   | REPAIR & MAIN 12 SQ FT STEEL-AIR COMPRESSOR | 074597 | 22.97  |
|         |                         | I-15675          | 235-43100-2220   | REPAIR & MAIN 1.41 HR FLAT STEEL            | 074597 | 8.64   |
| 01-0284 | OFFICE SHOP             |                  |                  |                                             |        |        |
|         |                         | I-1018685-0      | 235-43100-2200   | OFFICE SUPPLI DESKPAD                       | 074612 | 3.89   |
| 01-0344 | WASTE PARTNERS INC      |                  |                  |                                             |        |        |
|         |                         | I-6CX00477       | 235-43100-3430   | MISCELLANEOUS DECEMBER GARBAGE              | 074628 | 144.90 |
| 01-0354 | ZIEGLER, INC            |                  |                  |                                             |        |        |
|         |                         | I-PC190062809    | 235-43100-2220   | REPAIR & MAIN SPRING ASSEMBLY               | 074631 | 60.25  |
| 01-2313 | JOHN'S MACHINING        |                  |                  |                                             |        |        |
|         |                         | I-888            | 235-43100-2220   | REPAIR & MAIN REPAIR OF HUB FOR SNOW BLOWER | 074596 | 85.00  |
| 01-2902 | ADVANCE AUTO PARTS      |                  |                  |                                             |        |        |
|         |                         | I-6574636481312  | 235-43100-2220   | REPAIR & MAIN TAILGATE HANDLE               | 074565 | 36.97  |
|         |                         | I-6574636481321  | 235-43100-2210   | OPERATING SUP MINI BULB, FUSES, SEALED BEAM | 074565 | 26.61  |
|         |                         | I-6574700676674  | 235-43100-2220   | REPAIR & MAIN 1 SEALED BEAM                 | 074565 | 11.58  |
|         |                         | I-6574700976721  | 235-43100-2220   | REPAIR & MAIN 1 RELAY                       | 074565 | 14.75  |

|      |     |                     |        |          |
|------|-----|---------------------|--------|----------|
| FUND | 235 | STREET & SEWER FUND | TOTAL: | 1,657.85 |
|------|-----|---------------------|--------|----------|

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FUND : 238 STORM SEWER FUND

| VENDOR  | NAME                    | ITEM #   | G/L ACCOUNT NAME | DESCRIPTION                             | CHECK# | AMOUNT |
|---------|-------------------------|----------|------------------|-----------------------------------------|--------|--------|
| 01-2487 | RAILROAD MANAGEMENT COM |          |                  |                                         |        |        |
|         |                         | I-338591 | 238-43160-3430   | MISCELLANEOUS LOCATION AGRT-STORM WATER | 074617 | 450.00 |
|         |                         |          |                  | FUND 238 STORM SEWER FUND               | TOTAL: | 450.00 |

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FUND : 251 LOCAL OPTION SALES TAX

| VENDOR  | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                     | CHECK# | AMOUNT    |
|---------|-------------------------|----------------|------------------|---------------------------------|--------|-----------|
| 01-0296 | BRAINERD PUBLIC UTILITI |                |                  |                                 |        |           |
|         |                         | I-TAX JAN 2017 | 251-49360-3467   | REMIT LOCAL S LOST REIMTTANCE   | 074576 | 77,238.20 |
|         |                         |                |                  | FUND 251 LOCAL OPTION SALES TAX | TOTAL: | 77,238.20 |

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PACKET: 03882 01/17/17 COUNCIL

VENDOR SET: 01

FUND : 313 SINKING 2011A GO

| VENDOR  | NAME      | ITEM #     | G/L ACCOUNT NAME | DESCRIPTION                     | CHECK# | AMOUNT |
|---------|-----------|------------|------------------|---------------------------------|--------|--------|
| =====   |           |            |                  |                                 |        |        |
| 01-0334 | U.S. BANK | I-45005791 | 313-47920-6620   | PAYING AGENT GO IMPR BOND 2011A | 074626 | 450.00 |
|         |           |            |                  | FUND 313 SINKING 2011A GO       | TOTAL: | 450.00 |

1/12/2017 1:35 PM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 11

PACKET: 03882 01/17/17 COUNCIL

VENDOR SET: 01

FUND : 314 SINKING 2011B REFUNDING

| VENDOR                                  | NAME      | ITEM #    | G/L ACCOUNT NAME | DESCRIPTION                                | CHECK# | AMOUNT |
|-----------------------------------------|-----------|-----------|------------------|--------------------------------------------|--------|--------|
| =====                                   |           |           |                  |                                            |        |        |
| 01-0334                                 | U.S. BANK | I-4505794 | 314-47930-6620   | PAYING AGENT GO IMPR REFUNDING BONDS 2011B | 074626 | 450.00 |
| FUND 314 SINKING 2011B REFUNDING TOTAL: |           |           |                  |                                            |        | 450.00 |

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REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 12

PACKET: 03882 01/17/17 COUNCIL

VENDOR SET: 01

FUND : 316 2012A GO ISSUE

| VENDOR  | NAME      | ITEM #    | G/L ACCOUNT NAME | DESCRIPTION                      | CHECK# | AMOUNT |
|---------|-----------|-----------|------------------|----------------------------------|--------|--------|
| =====   |           |           |                  |                                  |        |        |
| 01-0334 | U.S. BANK |           |                  |                                  |        |        |
|         |           | I-4499456 | 316-47950-6620   | PAYING AGENT GO IMPR BONDS 2012A | 074626 | 450.00 |
|         |           |           |                  |                                  |        |        |
|         |           |           |                  | FUND 316 2012A GO ISSUE          | TOTAL: | 450.00 |

PAGE: 13

FUND : 317 SINKING 317 13A GO FUND

| VENDOR  | NAME      | ITEM #    | G/L ACCOUNT NAME | DESCRIPTION                             | CHECK# | AMOUNT |
|---------|-----------|-----------|------------------|-----------------------------------------|--------|--------|
| 01-0334 | U.S. BANK |           |                  |                                         |        |        |
|         |           | I-4499497 | 317-47960-6620   | PAYING AGENT GO IMP BONDS 2013A         | 074626 | 425.00 |
|         |           |           |                  | FUND 317 SINKING 317 13A GO FUND TOTAL: |        | 425.00 |

PACKET: 03882 01/17/17 COUNCIL

VENDOR SET: 01

FUND : 401 CONSTRUCTION FUND

| VENDOR  | NAME                    | ITEM #           | G/L ACCOUNT NAME           | DESCRIPTION                               | CHECK# | AMOUNT     |
|---------|-------------------------|------------------|----------------------------|-------------------------------------------|--------|------------|
| 01-0204 | HOLLCO INC              |                  |                            |                                           |        |            |
|         |                         | I-12320061/DEC16 | 401-49030-2212             | MOTOR FUELS DECEMBER MOTOR FUELS          | 074591 | 78.66      |
| 01-0209 | HEARTLAND TIRE INC.     |                  |                            |                                           |        |            |
|         |                         | I-71124          | 401-49030-3430             | MISCELLANEOUS TIRE REPAIR #400            | 074589 | 25.38      |
| 01-0317 | SHORT ELLIOTT HENDRICKS |                  |                            |                                           |        |            |
|         |                         | I-326557         | 401-41415-3300             | PROFESSIONAL ARPT UTIL EXT THRU 12/31     | 074621 | 2,241.75   |
| 01-0329 | TOMS BACKHOE SERVICE IN |                  |                            |                                           |        |            |
|         |                         | I-PAYAPP9/JAN17  | 401-41415-5530             | PYMTS TO CONT ARPT UTIL EXT THRU 12/31/16 | 074625 | 437,130.58 |
| 01-0344 | WASTE PARTNERS INC      |                  |                            |                                           |        |            |
|         |                         | I-6CX00480       | 401-41003-3300             | PROFESSIONAL DECEMBER GARBAGE             | 074628 | 123.73     |
| 01-0346 | WIDSETH SMITH NOLTING   |                  |                            |                                           |        |            |
|         |                         | I-114069         | 401-41611-3300             | PROFESSIONAL 2016 BRIDGE INSPECTION       | 074630 | 3,606.13   |
| 01-1610 | PRATT, ERIC             |                  |                            |                                           |        |            |
|         |                         | I-JAN 2017       | 401-49030-3430             | MISCELLANEOUS 50% REIM FOR WORK BOOTS     | 074616 | 53.99      |
| 01-2005 | T-MOBILE                |                  |                            |                                           |        |            |
|         |                         | I-JAN 2017       | 401-49030-3321             | TELEPHONE DEC DATA PLAN FOR TOTAL STATIO  | 074623 | 33.82      |
| 01-2664 | RTVISION, INC.          |                  |                            |                                           |        |            |
|         |                         | I-12678          | 401-41401-3430             | MISCELLANEOUS 1 U RACK SERVER             | 074619 | 1,000.00   |
|         |                         | I-12678          | 401-41403-3430             | MISCELLANEOUS 1 U RACK SERVER             | 074619 | 1,000.00   |
|         |                         | I-12678          | 401-41613-3430             | MISCELLANEOUS 1 U RACK SERVER             | 074619 | 1,000.00   |
| 01-2924 | VERIZON WIRELESS        |                  |                            |                                           |        |            |
|         |                         | I-9777524678     | 401-49030-3321             | TELEPHONE GPS SAT ACCESS 12/24-1/23       | 074627 | 35.01      |
|         |                         |                  | FUND 401 CONSTRUCTION FUND | TOTAL:                                    |        | 446,329.05 |
|         |                         |                  |                            | REPORT GRAND TOTAL:                       |        | 925,434.13 |

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

---

 GABE JOHNSON

---

 SUE HILGART

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 KEVIN STUNEK



## Brainerd City Council Agenda Request

|               |
|---------------|
| P&F<br>2      |
| Agenda Item # |

**Requested Meeting Date:** January 17, 2017

**Title of Item:** P & F Committee Organizational Overview

|                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input checked="" type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                               | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input checked="" type="checkbox"/> Direction Requested<br><input checked="" type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b><br>Jim Thoreen                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Department:</b><br>Administration                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Presenter (Name &amp; Title):</b>                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Estimated Time Needed:</b><br>10 minutes                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Summary of Issue:</b><br>As the Council initiates the year with new members and re-organized committee assignments, city staff members seek discussion of: 1.) Committee priorities for the year; 2.) A refined process to determine issues and actions for Committee consideration, other than those brought forward by staff; 3.) How best to allocate time for each item on the agenda in advance of that evening's Council meeting |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Staff seeks the discussion in order to better prepare materials for presentation to the Committee in advance of the Committee meeting. With a new Chair, Council Member Hilgart's move from PS & PW and new Council Member Stunek attending his first meeting a discussion of how staff can best serve you will be helpful.                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Recommended Action/Motion:</b><br>None needed unless the Committee wants to draft "rules of conduct and procedures" for the next two years.                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                           |



## Brainerd City Council Agenda Request

P & F  
3  
Agenda Item #

**Requested Meeting Date:** January 17, 2017

**Title of Item:** Pay Equity Report

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input checked="" type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                             | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| <b>Submitted by:</b> Kris Schubert                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Department:</b> Administration                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Presenter (Name &amp; Title):</b> HR Coordinator Kris Schubert                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Estimated Time Needed:</b> 5 minutes                                                                                                                                                                                                                                                                                                                                                              |
| <b>Summary of Issue:</b><br>Every three years the City of Brainerd is mandated by State law to submit a Pay Equity Report to the State of Minnesota. Our next report is due January 31, 2017, for wages as of December 31, 2016. Using software on the State's website and entering all appropriate data, it has been determined that the City of Brainerd will meet compliance requirements of the Pay Equity Law. The law also requires that our governing body review and approve the report before it is submitted. |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b><br>Staff's recommendation is to approve submittal of the City of Brainerd's Pay Equity Report for wages as of December 31, 2016, as presented.                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                      |

Minnesota Management & Budget printed logo

# Local Government Pay Equity

State law requires all public jurisdictions such as cities, counties, and school districts to eliminate any gender-based wage inequities in compensation and submit reports to MMB. For information about reporting, refer to links below.

MMB staff assists local government employers in implementing this law. In 1992, the division began analyzing reports from local governments to ensure that compliance is achieved and maintained.

## What does pay equity mean?

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of equal pay for equal work where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job; and 2) that salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points. The following example shows a typical gender-based wage disparity.

| Job Title                                | Job Evaluation Rating | Salary           |
|------------------------------------------|-----------------------|------------------|
| Delivery Van Driver (mostly men)         | 117 points            | \$3125 per month |
| Office & Admin Specialist (mostly women) | 117 points            | \$2900 per month |

It is important to remember that pay equity laws in Minnesota address only gender-based wage disparities and not all types of wage disparities. Pay equity does not replace collective bargaining and does not address all compensation issues.

## Local Government Pay Equity Reporting Process:

Step 1: [Job Evaluation \(https://mn.gov/mmb-stat/pay-equity/job-eval.pdf\)](https://mn.gov/mmb-stat/pay-equity/job-eval.pdf) ([word version \(https://mn.gov/mmb-stat/pay-equity/job-evaluation.docx\)](https://mn.gov/mmb-stat/pay-equity/job-evaluation.docx))

*Once established, job points generally do not change unless job content changes or new evaluation system is adopted*

Step 2: [Preparing to Report \(/mmb/employee-relations/compensation/laws/local-gov/pay-equity-prep-spreadsheet.jsp\)](https://mn.gov/mmb-stat/pay-equity/prepare-report.jsp)

*Data and information required to compile a report*

[\(/mmb/employee-relations/compensation/laws/local-gov/pay-equity-prep-spreadsheet.jsp\)](https://mn.gov/mmb-stat/pay-equity/prepare-report.jsp)

Step 3: [Pay Equity Management System \(https://mn.gov/mmb-stat/pay-equity/syst-access-nav.pdf\)](https://mn.gov/mmb-stat/pay-equity/syst-access-nav.pdf) ([word version \(https://mn.gov/mmb-stat/pay-equity/syst-access-nav.docx\)](https://mn.gov/mmb-stat/pay-equity/syst-access-nav.docx))

*Step-by-step instructions from generating a password to submitting a report*

Step 4: [Interpret Results \(https://mn.gov/mmb-stat/pay-equity/interpret-results.pdf\)](https://mn.gov/mmb-stat/pay-equity/interpret-results.pdf) ([word version \(https://mn.gov/mmb-stat/pay-equity/interpret-results.docx\)](https://mn.gov/mmb-stat/pay-equity/interpret-results.docx))

*Information to determine if report is in compliance*

[Additional Resources \(https://mn.gov/mmb-stat/pay-equity/additional-resources.pdf\)](https://mn.gov/mmb-stat/pay-equity/additional-resources.pdf) ([word version \(https://mn.gov/mmb-stat/pay-equity/additional-resources.docx\)](https://mn.gov/mmb-stat/pay-equity/additional-resources.docx))

# Interpreting Results of Compliance Tests



Your jurisdiction is required to pass four tests to be in compliance.

## 1. Completeness and Accuracy Test

Report is submitted on time *by 1/31/17*

Data is correct

Required information has been provided

For more information, refer to the [Guide to Understanding Pay Equity Compliance](#)

## 2. Statistical or Alternative Test

Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report. For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

## 3. Salary Range Test

Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined). For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

## 4. Exceptional Service Pay Test

Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction). For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

## Compliance Report

Jurisdiction: Brainerd  
501 Laurel Street

Report Year: 2017  
Case: 1 - 2016 DATA (Private (Jur Only))

Brainerd MN 56401

Contact: Kristy Schubert

Phone: (218) 828-2307

E-Mail: [kschubert@ci.brainerd.mn.us](mailto:kschubert@ci.brainerd.mn.us)

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

|                                      | Male<br>Classes | Female<br>Classes | Balanced<br>Classes | All Job<br>Classes |
|--------------------------------------|-----------------|-------------------|---------------------|--------------------|
| # Job Classes                        | 46              | 17                | 2                   | 65                 |
| # Employees                          | 84              | 25                | 7                   | 116                |
| Avg. Max Monthly<br>Pay per employee | 6,652.01        | 5,746.86          |                     | 6,232.77           |

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 160.14 \*

|                                                  | Male<br>Classes | Female<br>Classes |
|--------------------------------------------------|-----------------|-------------------|
| a. # At or above Predicted Pay                   | 20              | 11                |
| b. # Below Predicted Pay                         | 26              | 6                 |
| c. TOTAL                                         | 46              | 17                |
| d. % Below Predicted Pay<br>(b divided by c = d) | 56.52           | 35.29             |

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 107

Value of T = -0.136

a. Avg. diff. in pay from predicted pay for male jobs = \$4

b. Avg. diff. in pay from predicted pay for female jobs = \$15

### III. SALARY RANGE TEST = 99.22 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 1.69

B. Avg. # of years to max salary for female jobs = 1.71

### IV. EXCEPTIONAL SERVICE PAY TEST = 118.38 (Result is B divided by A)

A. % of male classes receiving ESP 69.57 \*

B. % of female classes receiving ESP 82.35

\*(If 20% or less, test result will be 0.00)

## Minnesota Pay Equity Management System - Brainerd(17-No Submission)

[Home](#)[Utilities](#) [Go To](#)[Log Out](#)

## Pay Equity Implementation Form

Information entered on this page is not saved until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

## Part A: Jurisdiction Identification

Jurisdiction: Brainerd

501 Laurel Street

Brainerd

Jurisdiction Type: CITY - City

| Contact: | Name            | Title              | Phone        | Email                       |
|----------|-----------------|--------------------|--------------|-----------------------------|
|          | Connie Hillman  | Finance Director   | 218-828-2307 | chillman@ci.brainerd.mn.us  |
|          | James Thoreen   | City Administrator | 218-828-2307 | jthoreen@ci.brainerd.mn.us  |
|          | Kristy Schubert | HR Coordinator     | 218-828-2307 | kschubert@ci.brainerd.mn.us |

## Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Consultant's System (specify) ▼

Describe: (\*less than 240 characters)

Springsted SAFE System

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is a difference ▼ and the maximum salaries reported include the monthly amount paid by the employer for health insurance.

3. An official notice has been posted at:

Brainerd City Hall Bulletin Board

(prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Brainerd City Council

(governing body) (\*less than 60 characters)

Edwin L. Menk

(chief elected official)(\*less than 60 characters)

Mayor

(title) (\*less than 60 characters)

☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

## Part C: Total Payroll

\$8,452,111.84 is the annual payroll for the calendar year just

ended December 31.

---

Sign & Submit

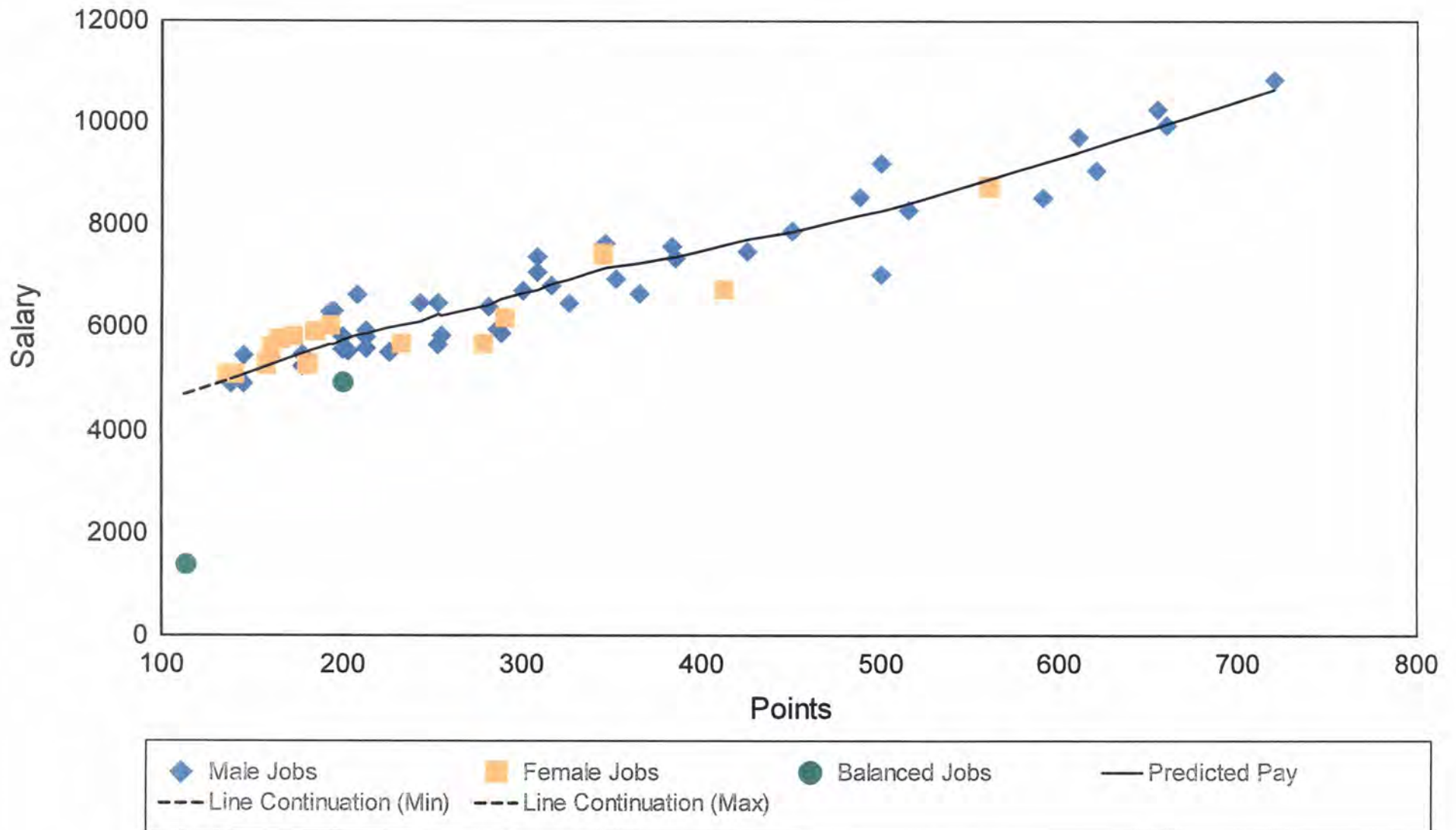
Return to Test Results

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA.

We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.

Predicted Pay Report for Brainerd  
Case : 2016 DATA

1/12/2017





# Brainerd City Council Agenda Request

|               |
|---------------|
| P+F<br>4      |
| Agenda Item # |

Requested Meeting Date: January 17, 2017

Title of Item: Discussion of Process and Timetable: PTO; Compensation Plan

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input checked="" type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                                   | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input checked="" type="checkbox"/> Direction Requested<br><input checked="" type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| <b>Submitted by:</b><br>Jim Thoreen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Department:</b><br>Administration                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Presenter (Name &amp; Title):</b><br>Jim and Kris Schubert                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Estimated Time Needed:</b><br>10 minutes                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Summary of Issue:</b><br>Two outcomes from the labor negotiations this year require discussion in Committee and agreement from the full Council to determine time frames for each major topic. 1.) The City has agreed to form a committee comprised of union representatives, management and Council to examine potential for adoption of a Paid Time Off (PTO) system rather than the combination of vacation, sick leave, etc. 2.) The City has agreed to undertake a Compensation System Review and Analysis for later implementation. |                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>We ask the Committee to review time frames for each of these major projects. While both of these projects can be undertaken in the course of 2017, allocation of Human Resource time to each will be challenging in that Kris Schubert's routine work flow is at capacity now.                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Recommended Action/Motion:</b><br>One suggestion for discussion: 1.) Assign coordination of the PTO discussion to the Administrator; this conversation will be on-going for 6-8 months minimally; initiate the process in April, 2017. 2.) Assign coordination of the Compensation Project to HR; seek proposals in February, award contract in March with a estimated completion date of November, 2017.                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Actual study costs to be determined<br><u>Please Explain:</u>                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                 |



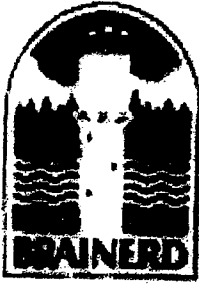
## Brainerd City Council Agenda Request

P&F  
#5  
Agenda Item #

Requested Meeting Date: January 17, 2017

Title of Item: Review of Existing Purchasing Policy

|                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input checked="" type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input checked="" type="checkbox"/> Direction Requested<br><input checked="" type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| <b>Submitted by:</b><br>Jim Thoreen                                                                                                                                                                                                                                                                                                                                                        | <b>Department:</b><br>Administration                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Presenter (Name &amp; Title):</b><br>Administrator and Finance Director                                                                                                                                                                                                                                                                                                                 | <b>Estimated Time Needed:</b><br>10 Minutes                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b><br>The City's current Procurement Policy, as part of the Financial Management Policies, was adopted June 15, 2015. Finance Director Hillman will bring forth additions/changes which arise from the City's Audit Firm's recommendations and/or necessity to remain. Action on an amendment to accommodate these changes can occur when the language is developed. |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>The primary objective for the P & F Committee Tuesday night is to review the Policy in order to acquaint/re-acquaint its members with the intentions and rationale of its basis. Unless staff will be able to present precise language changes to Policy, no action is required.                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                   |



**CITY OF BRAINERD**  
**FINANCIAL MANAGEMENT POLICIES**  
**PROCUREMENT POLICY**

**I Purpose**

The purpose of this policy is to provide City departments, citizens and vendors with purchasing and contracting services of the highest professional standards. This policy will also guide City employees in the purchase of items at the best price and quality, promote and maintain a good working relationship with supplies, and emphasize cooperation between and among departments in identifying and implementing standardized organizational programs to save time and money. This policy applies to all procurement procedures for all departments of the City when the expenditure is in the current year's budget. If not in budget prior authorization needs to be obtained from Council.

**II Purchasing Authority**

Authority to procure products and services is granted to each department head and his/her official designee(s). The City Administrator is authorized to sign contracts and to authorize expenditures not requiring City Council approval.

**A. Quotation and Bid Requirements**

All departments shall comply with the following policies regarding the purchase of commodities. Contract requirements shall not be artificially divided to avoid bidding requirements. All departments of the City shall comply with Minn. Stat. § 471.345.

**1. Procurement of Commodities**

**\$1-\$5,000**

Competitive bidding is not required and department heads or their designee(s) shall handle purchases for commodities. Purchases may be made in the open market, and may be procured using a City issued credit card if applicable and within the holder's limit. The City shall make an effort to ensure the lowest acceptable price is received; a minimum of two verbal quotes is preferred, but not required. Any quotation support shall be maintained by the department for a period of at least one year in accordance with Minn. Stat. § 471.345, subd. 5.

**\$5,001- \$25,000**

A minimum of two written or verbal quotes is required. Department heads or their designee(s) are responsible for initiating the procurement process and complying with procurement policies and

procedures. Quotation information shall be maintained by the department for a period of at least one year in accordance with Minn. Stat. § 471.345, subd. 5.

**\$25,001 - \$100,000**

Procurement of commodities may be made either through bid process or by direct negotiation by obtaining two or more quotations for the purchase or sale when possible. The City must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source, per Minn. Stat. § 471.345 subd. 15. The department head (or their designee) may consult on the best means of procurement. In a direct negotiation, a "Request for Quote" will be prepared and distributed to vendors. The City shall attempt to obtain a minimum of two quotes. All quotes must be written and will be scanned for retention, and all parties will be notified in writing of the outcome. The department will maintain supporting quotation documents for a period of at least one year in accordance with Minn. Stat. § 471.345, subd. 5.

**\$100,001 and up**

The City must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source per Minn. Stat. § 471.345 subd. 15. If purchases through the state's cooperative purchasing agreement are not feasible, the City shall undergo a formal bid process. City Council approval is required for public advertisement for the receipt of sealed bids. Final bid award will be made by the City Council, and the contract will be approved by the City Council.

**2. Procurement of Services**

All service contracts of any dollar amount shall have a legal review, due to potential City liability. Quotation/bid procedures for service contracts vary upon whether the contract is for *biddable service* or a *professional service*.

**a. Biddable Services**

A contract for services for work or repair (maintenance) that *changes the property* shall comply with procurement requirements for commodities as detailed above, in accordance with Minn. Stat. § 471.345.

Any contract for the procurement of a biddable service in excess of \$100,000 annually shall be approved by the City Council. All service contracts shall be maintained by the department and reviewed periodically for relevance and applicability by the department.

**b. Professional Services**

A contract for services that *does not change the property* has greater flexibility under statute than biddable services. The City will consider all factors that any reasonable purchaser would use in selecting the greatest value for cost that will achieve the desired outcomes in purchasing professional services. The method of vendor selection and contract negotiation that will reasonably consider the maximum number of appropriate service providers and proposals will be used. Vendor selection will be on the basis of predetermined criteria by knowledgeable individuals. This does not mean that the City has to accept the lowest bidder.

Some methods to assist in vendor selection are:

- (1) Request for Proposal (RFP); or
- (2) Request for Information (RFI); or
- (3) Request for Quote; or
- (4) Request for Qualifications; or
- (5) Direct Negotiations.

Any contract for the procurement of a professional service in excess of \$50,000 annually shall be approved by the City Council. All service contracts shall be maintained by the department and reviewed periodically for relevance and applicability by the department.

**3. Procurement of Software or Technology**

In any consideration of the purchase of software or technology, a department must consult with IT as early in the process as feasible, in order to ensure the new software or technology is one that is able to be supported by the City. The department must also work with IT to consider any ongoing or future maintenance fees, license fees, upgrade fees, or other known fees. Quotation and bid requirements for software or technology are the same as those for professional services.

**4. Contract Renewals**

A department head or their designee(s) is granted the authority to renew a contract provided that the only changes are to the terms of the contract (i.e., length of service, charges). Should the contract contain changes in the verbiage of the contract or in the description of services provided, the renewal must be treated as a new contract and follow procedures detailed in this policy. In order to ensure appropriate oversight by the City Council, all renewals in excess of the limits set forth in this policy shall be presented to the City Council for review.

## **5. Procurement of Commodities and Federal Services Purchased with Federal Dollars**

Five methods allowed:

- i. **Micro-purchase (\$1-\$3,000):** To the extent possible these purchases must be distributed equitably among qualified suppliers. Purchases under this category may be awarded without soliciting competitive quotations if the City considers the price to be reasonable.
- ii. **Small purchase (\$3,001 - \$150,000):** Price or rate quotations must be obtained from an adequate number of qualified sources.
- iii. **Sealed bids (formal advertising):** Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.
- iv. **Competitive proposal:** Normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract type of contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids.
- v. **Noncompetitive proposal:** Procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - a. Item is only available from one source.
  - b. Public exigency or emergency for requirement will not permit a delay resulting from competitive solicitation.
  - c. Federal awarding agency expressly authorizes noncompetitive proposals
  - d. After solicitation of a number of sources, competition is determined inadequate.

The Federal guidance should always be reviewed to before procurement with federal dollars to ensure all specific requirements are met.

All necessary affirmative steps must be taken to ensure that minority businesses, woman's business enterprises, and labor surplus area firms are used when possible.

The winning contractor must be verified that they are not on the suspended or debarred listing provided by the federal government before the bid is awarded.

Cost or price analysis is required only when the purchase is in excess of the current Simplified Acquisition Threshold (\$3,000-\$150,000).

Profit must be negotiated as a separate element of price when:

- There is no price competition.
- Contract is in excess of the Simplified Acquisition Threshold.

The process for pre-procurement is to be reviewed by awarding agency or pass-through entity.

#### **B. Best Value Procurement**

As an alternative to bidding, the City may elect a "best value" procurement process for construction, building alternation, improvement, or repair work. If such a method is used, the City will solicit Requests for Proposals (RFPs). The City will comply with all requirements for best value procurement under Minn. Stat. § 16C.28, subd. 1.

If expenditures for the entire length of the contract will exceed \$100,000, the City will determine whether to advertise, and if so, the sealed bid process will be followed.

#### **C. City Credit Cards**

The City has elected to issue certain departments a City credit card under Minn. Stat. § 375.171. The department head can request to have a City credit card to the City Administrator. See Credit Card Use Policy for additional information.

#### **D. Leases**

Any department considering entering into a lease agreement shall consult with other departments to ensure no similar lease is already in place, and to ensure the best pricing can be obtained.

### **IV. Exceptions to Bidding**

#### **A. Cooperative Purchases**

The City of Brainerd is a member of the Joint Purchasing Cooperative with the State of Minnesota. Purchases from State Contracts are excluded from bid process procedures, but are still required to obtain City Council approval when over the applicable dollar value. This amount is over \$100,000 for commodities and biddable services, and over \$50,000 annually for professional services.

The City is also a member of National Joint Powers Alliance. These agreements allow the City to utilize nationwide contracts. Such purchases are also excluded from bid process procedures, but are still required to obtain City Council approval when over the applicable dollar value. This amount is over \$100,000 for commodities and biddable services, and over \$50,000 annually for professional services.

## **B. Sole Source/Brand Procurement**

An exception to the standard bid process may be granted based on two premises:

- (1) Only a single company or organization can supply the needed product or service.
- (2) Only a single "brand/model" will meet the department's technical/functional requirements.

Sole source request should not be made unless the department is confident that the request is reasonable, appropriately justified to meet the City's requirements, and can withstand a possible audit or other public scrutiny. Sole source/brand purchasing minimizes or eliminates competition and should be avoided whenever possible. These purchases are excluded from standard bid process procedures, but are still required to obtain City Council approval when over the applicable dollar value. This amount is over \$100,000 for commodities and biddable services, and over \$50,000 annually for professional services.

## **C. Standardization**

When supplies, equipment, or services are uniformly adopted or otherwise standardized, or when an item is designed to match others in use by the City, the purchase may be exempt from bidding requirements or may be made with limited competition to distributors of the manufacturer of standardized item. Compatibility issues between differing technologies will also be considered for exception.

## **D. Emergencies**

A valid emergency is one where the items purchased or services provided are *immediately necessary* for the continued operation of the office or department involved; or are immediately necessary for the preservation of life or property. An emergency need is one that could not have been foreseen. Failure to submit a requisition on time does *not* constitute a valid emergency. The City shall comply with Minn. Stat. § 375.21 and 375.22 for emergency procurements.

**Adopted by the Brainerd City Council on this 15<sup>th</sup> day of June, 2015.**



Patrick Wussow  
City Administrator



# Brainerd City Council Agenda Request

|               |
|---------------|
| P + F<br>6    |
| Agenda Item # |

**Requested Meeting Date:** January 17, 2017

**Title of Item:** Credit Card Update for Parks Department

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input checked="" type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input checked="" type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b><br>Connie Hillman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Department:</b><br>Finance                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Presenter (Name &amp; Title):</b><br>Finance Director Hillman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Estimated Time Needed:</b><br>5 minutes                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Summary of Issue:</b><br>RegWerks is a free software that the Parks Department has been using for online registrations. It is a product of RevTrak, the 3rd party processor for our credit cards. RegWerks has been setup to take registrations but it is not going to work for campground/pavilion reservations. The Parks Dept will continue to use the ActiveNet software for all of their registrations and reservation by implementing ActiveNet's online functions. This will be a second payment card processor because they will not allow transactions through RevTrak (competition) and the fee schedule will be different than RevTrak.                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Staff is working on setting up ActiveNet to be able to take online enrollments and reservations along with card payments. The associated credit card fees will be paid by the user just as they are with RevTrak. The difference is that the rates with ActiveNet are higher and structured differently than RevTrak. With RevTrak, we pay a flat 3.49% on all transaction, therefore the resident pays a convenience fee of 3.61% on the transaction. ActiveNet's fee is based on volume and it is estimated to be about 4-6% of the transaction. However, the amount of processing fees collected will reduce the quarterly fee we already pay for ActiveNet. We also may need to purchase an additional card swiper which is estimated to be approximately \$300. |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Recommended Action/Motion:</b><br>This is informational only to illustrate the transaction rate differences. Staff will continue to proceed with councils direction to be able to take online registrations/reservations and card payments for the Parks Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ 300<br>Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                |



# Brainerd City Council Agenda Request

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| P&F<br>7      |
| Agenda Item # |

Requested Meeting Date: January 17, 2017

Title of Item: January Monthly Operating Transfers

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| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input checked="" type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                   | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input checked="" type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| Submitted by:<br><b>Connie Hillman</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Department:<br><b>Finance</b>                                                                                                                                                                                                                                                                                                                                                                                          |
| Presenter (Name & Title):<br><b>Finance Director Hillman</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | Estimated Time Needed:<br><b>5 minutes</b>                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Summary of Issue:</b><br>Historically the City has made monthly transfers in the middle of the month, from the General Fund to the Public Safety, Parks, and Street and Sewer Funds with the goal of revenues being equal to or close to the expenditures for the month. Over the last year, as an example, S&S revenues have been under budget. The reason is we didn't transfer as much from the General Fund because the expenditures were under budget due to less snow removal costs. |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Staff is recommending not doing the January operating transfers at this time to be able to research other options with our auditors, such as doing the transfers annually, or not at all and allocating more tax revenue/LGA to respective funds.                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Informational.                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                        |

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

TUESDAY, January 17, 2017  
6:45 p.m.  
City Council Chambers

1. Snow Removal Parking Restrictions
2. Street Improvement Project List
3. Committee Workshop/Presentations
4. Street Closure/Special Event Application – St. Patrick's Day Parade
5. Fire Protection Contract



# Brainerd City Council Agenda Request

|               |
|---------------|
| SPW<br>       |
| Agenda Item # |

Requested Meeting Date: January 17, 2017

Title of Item: City code Section 1315- Snow Removal Parking Restrictions

|                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                  | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input checked="" type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| Submitted by: Jeff Hulsether                                                                                                                                                                                                                                                                                                                 | Department: Engineering                                                                                                                                                                                                                                                                                                                                                                                                |
| Presenter (Name & Title): Jeff Hulsether                                                                                                                                                                                                                                                                                                     | Estimated Time Needed: 10 minutes                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Summary of Issue:</b><br>Attached is a memo concerning parking restrictions during snow removal operation and a copy of Section 1315 of the City Code which establishes the restrictions.                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>There are 2 alternatives for an ordinance amendment discussed in the memo that would accommodate out current plowing capabilities and practices. If a "snow emergency" designation is retained, there is also an alternative for establishing a threshold for a snow emergency. |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Staff is recommending that the Committee discuss the alternatives and provide staff with direction on preferred methods of dealing with parking conflicts during snow removal operations.                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                        |

# MEMO

TO: Safety and Public Works committee

FROM: Jeff Hulsether

DATE: January 9, 2017

RE: City Code Section 1315 – Street Cleaning and Snow Removal

Attached is a copy of Section 1315 of the City Code related to parking restrictions on city streets to facilitate street cleaning and snow removal. Over the past 30 years, this ordinance has been changed from time to time to better reflect our snow removal capabilities and to facilitate a more efficient snow removal operation through parking restrictions.

In the late 80's, the city's snow removal equipment fleet consisted of 2 motor graders, one plow truck, 3 light weight dump trucks, and a front loader with a "v" plow. The Ordinance at the time restricted parking on north-south streets on days 1 and 3 following a snow emergency declaration and east-west streets were restricted on days 2 and 4. It typically took 4 days to plow residential streets following an average snow fall. Downtown was usually posted for "No Parking" on day 3 or 4 to facilitate moving the snow to the center of the street which was hauled out as time permitted.

In the early 90's, after the city had acquired 2 more plow trucks and started updating motor graders and loaders, we established and signed a system of snow emergency routes which consists primarily of our state aid system and a few other prominent local streets. We also amended Section 1315 to accommodate a 2-day snow removal operation with restricted parking on emergency routes and north-south streets on the first day and parking restrictions on east-west streets the second day. The restrictions banned parking on the streets the day they were to be plowed until the street had been plowed from curb to curb.

The emergency route system was designed to give snow plowing priority to "major streets" so that emergency equipment could at least access neighborhoods while the north-south streets were being plowed. The routes had an automatic parking restriction which banned parking upon any accumulation of over 4 inches so that the Police Department could tag and tow violators in advance of the plowing operation to eliminate plow arounds. While the theory sounded good, the practical reality was that there was very little voluntary compliance with the restrictions and the Police Department did not have the resources to tow vehicles and attend to other weather related incidents such as crashes. As a result, we ended up plowing around parked vehicles on emergency routes and violators were issued parking tickets, the same as any other violator on any other street. Over the past 25 years, some of the emergency route signage has become

faded and subsequently removed and not replaced. Today, the route signage is piecemeal at best.

Since the 90's we have upgraded our last 2 light weight dump trucks with tandem plow trucks and now have the capability of plowing 7 routes and, in most cases, plow all city streets in a single day. It has been a few years since we have declared a "Snow Emergency" for several reasons, the first being that we haven't had any snow to speak of for the past 2 winters. The second reason is that in a declared snow emergency, we limit ourselves to plowing emergency routes and north-south streets on the first day and by the second day, the east-west routes are so compacted that the plowing operation has little benefit in terms of effectively removing snow. We have however declared some partial emergencies for the Downtown Special Services District to facilitate the contracted snow removal from the downtown core.

The typical snow removal operation now consists of concentrating our pre-morning rush hour efforts on major routes such as College Drive and Oak Street, bus access routes to schools and the surrounding streets where the school staff parks, commercial areas and signed emergency routes. When the higher priorities are completed, we move onto residential streets and complete those the same day. While we are working on the street priorities, we are also clearing parking lots and cleaning sidewalks that fall under the city's responsibility. Alley plowing and snow removal from downtown streets, parking lots and cul-du-sacs occurs on days 2 and 3.

Without a declared snow emergency, there are no parking restrictions so we plow around quite a few vehicles but probably no more than when we did when we declared a snow emergency and there were restrictions. Enforcement outside of a declared snow emergency is regulated by Section 1310 of the City Code which prohibits the parking of vehicles on city streets for a period of more than 48 consecutive hours. We have been working with the Police Department to enforce these provisions following the last few snow falls. Procedurally, the P.D. will ticket vehicles that have been plowed around and not moved for at least 48 hours after the plowing and if the vehicle is still there 24 hours later, it will be towed so that the street can be cleaned.

When we do declare a snow emergency, the enforcement is more swift in that procedurally, we ticket violators on the same day they are plowed around and if the vehicles are still there 24 hours later, they are subject to being towed.

There are distinct operational and safety benefits in not having to plow around parked vehicles, some of which are as follows:

- Plowing around parked vehicles significantly slows the pace of the equipment resulting in increased operating hours to complete the task.
- When plowing around vehicles, there is a potential to damage the vehicle.
- There is substantial time and cost necessary to clean up after the plowed around vehicles have been moved or towed.

- Street widths are narrowed until the areas are cleaned potentially impacting traffic flow and emergency vehicle access.
- The wind rows left in the street from plowing around vehicles can be difficult to remove and can form ice ridges which can be a hazard to traffic and can block drainage in the curb line during the spring melt, contributing to pavement damage.

During our meetings with the Police Department, we have concluded that section 1315.03 of the City Code, related to Snow Emergencies, is obsolete and no longer provides for the parking restrictions that best facilitate an orderly and effective snow plowing operation. Our conclusion was that the Ordinance should be amended for residential districts to either 1) reflect the current practice of no parking restrictions, ticketing after 48 hours, and towing after an additional 24 hours, or 2) amend the ordinance to prohibit parking on all residential streets when a snow emergency is declared (4 inches or more) until the street has been plowed from curb to curb. With this option, vehicles that are plowed around would be subject to a parking ticket on that day and would be towed after 24 hours. Again, in this option, snow falls of less than 4 inches would not be considered snow emergencies and streets would be plowed with enforcement as described in option #1. Another variation of option 2 to consider is to establish the threshold for a snow emergency at 3 inches. There may be times when accumulations of less than 3 inches of snow might not be plowed but as a rule, 3 inches and more are always plowed.

Staff is recommending serious consideration of Option #2, to provide for a ban on parking on all residential streets until they have been plowed from curb to curb during snow emergencies. The Police Department does not have the resources to proactively enforce the parking restrictions so enforcement would be reactive and directed to those vehicles that have been plowed around and not moved by the time an officer arrives. These vehicles would be ticketed and if still parked there 24 hours later, they would be towed.

This item is on the Committee agenda for discussion and Council direction. Any proposed Ordinance amendments will be brought back to the Committee at future meetings.

Section 1315 – Street Cleaning and Snow Removal

1315.01 Street Cleaning. To facilitate the cleaning of streets and alleys of sand and debris in the central business district area of the City, that is, an area bounded by Fifth Street to the west, Norwood Street to the south, Ninth Street to the east and the railroad tracks to the north, the City Engineer is hereby authorized to prohibit the parking of any vehicles and trailers within said area for the period of time necessary to clean such streets and alleys.

Subd. 1. Authority of City Engineer. The City Engineer shall post signs stating "No Parking Street Cleaning" and shall further state the period of time for which such vehicles are forbidden to be parked. Such signs shall be posted on all of the affected streets and alleys and all parking of vehicles and trailers on said streets shall be forbidden for the stated time limited.

Subd. 2. Towing of Vehicles. Any vehicles and trailers illegally parked in violation of any provisions of this Section shall be towed away at the direction of the City Engineer at the expense of the owner of said motor vehicle.

1315.03 Snow Emergencies. In the event of an accumulation of snow which necessitates the removal of snow from the streets of the City, the City Engineer shall declare a snow emergency by means of the local news media. Beginning the first day of a declared snow emergency, there shall be no parking of motor vehicles, trailers, or conveyances on snow emergency routes, north south streets, or streets which predominantly run north and south, all streets west of the Mississippi River, and all streets south of Willow Street until the street has been plowed. That beginning the second day of said snow emergency, there shall be no such parking on the eastwest streets, or those streets which predominantly run east and west until the street has been plowed.

(Amended Ord. 1006 – 1995)

Subd. 1. Snow Removal Parking Regulations. That during such snow emergency there shall be no parking of motor vehicles, trailers and conveyances on the streets or public parking lots in the City's central business district between the hours of 1:00 a.m. and 9:00 a.m. within the area bounded by the railroad tracks on the north, Norwood Street on the south, Tenth Street on the east and Fourth Street on the west.

Subd. 2. Authority of City Engineer. To further facilitate the removal of snowfall from the streets in the City, the City Engineer, in his discretion, is hereby authorized to post "No Parking Snow Removal" signs on any such affected streets in the City and all parking of vehicles, trailers and conveyances on said streets shall be forbidden until such time as said signs are removed by the City Engineer.

Subd. 3. Definitions. A day herein is declared as a calendar day.

Subd. 4. Towing of Vehicles. Any vehicles illegally parked in violation of any provisions of this Section shall be towed away at the direction of the City Engineer at the expense of the owner of said motor vehicle.

1315.05 Penalty. Any person who violates any provisions of Section 1315 shall be guilty of a petty misdemeanor.

(Amended Ord. 882 – 1989)



# Brainerd City Council Agenda Request

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|---------------|
| SPW<br>2      |
| Agenda Item # |

Requested Meeting Date: January 17, 2017

Title of Item: Street Improvement Project List

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| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| Submitted by: Jeff Hulsether                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Department: Engineering                                                                                                                                                                                                                                                                                                                                                                                                |
| Presenter (Name & Title): Jeff Hulsether                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Estimated Time Needed: 15 minutes                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Summary of Issue:</b><br>Attached is a memo from Assistant City Engineer Paul Sandy related to our street improvement program and projects that have been scheduled over the next 3 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Many of the proposed improvements are proposed to have some assessments to adjacent property owners based on the City's assessment policy. The procedures for the assessment process require that the Council request a feasibility report on the improvements, conduct a public hearing to consider the improvements, formally order the improvement and direct preparation of plans and specification, approve the plans and specs and authorize an advertisement of bids, award the bids, and prior to certification of assessments, we need hold hold another hearing to consider and order the assessments. |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Staff is requesting that the Council adopt a motion requesting the preparation of a feasibility report for the 2017 assessment projects being initiated by the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                        |

# MEMO

TO: Safety and Public Works Committee

FROM: Paul Sandy, Assistant City Engineer

DATE: January 4<sup>th</sup>, 2017

RE: Capital Improvement Program FY 2017, 2018 and 2019

Engineering staff is providing this memo to inform the committee on projects that are currently being designed and projects that are currently in the planning process. This memo will outline projects planned for each of the years listed above, along with giving some description of the project and where staff is at as far as project preparation.

## **2017 Planned Construction Projects**

### **Municipal State Aid Funded Projects**

For the 2017 construction season, staff has been working diligently on numerous resurfacing projects using both Municipal State Aid funds and local funds. Staff is also currently working on our annual maintenance projects which include chip seals, crack sealing, street striping and street patching. At previous Council meetings, Council processed a resolution advancing \$1,319,500 for estimated construction and engineering costs on three State Aid Routes in the City including Jackson Street, Buffalo Hills Lane, and Oak Street. The City typically receives approximately \$775,000 per year in Municipal State Aid for construction and engineering costs on the City's designated State Aid Routes, with about \$29,000 of that amount going towards our maintenance budget. Up to 2017, the City's allocation of State Aid funds was going to pay off the College Drive project. With the 2017 allocation of State Aid funds, the City's State Aid account would be in the green by approximately \$55,500. The advanced funds for the three State Aid projects on Jackson Street, Oak Street, and Buffalo Hills Lane are estimated to cost approximately \$1,375,000. With the \$55,500 from the 2017 allocation already in the State Aid account, the City requested MnDOT to advance \$1,319,500 for the construction on these three State Aid Routes during the 2017 construction season. A description of each State Aid project can be seen below.

#### **SAP 108-129-002 Jackson Street Resurfacing – Improvement 14-03 – NW 4<sup>th</sup> Street to West City Limits**

This project consists of removal of the existing bituminous and gravel section, re-grading and compacting a new subgrade, and placement of 6" of new gravel 4" of bituminous pavement in order to meet a 9 Ton design standard. An addition of a sidewalk on the south side of the street along with other small incidental items is also included part of the project. The total estimated project cost for this improvement

including construction, engineering, and contingency is \$390,000. Of the \$390,000, approximately \$52,000 is estimated to be assessed to benefitting properties, approximately \$130,000 is estimated for the sidewalk construction, and the remaining \$208,000 is estimated to be the City portion 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. We typically advance the full amount of the construction and engineering costs for the project so that we are able to reimburse the construction fund with State Aid money as soon as our payment request is approved by MnDOT State Aid. Assessment proceeds are then transferred to the construction fund when they are received from benefitting properties.

**SAP 108-136-003 Buffalo Hills Lane Resurfacing – Improvement 16-13 - S 6<sup>th</sup> Street to 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 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 \$397,000. Of the \$397,000, approximately \$122,000 is estimated to be assessed to benefitting properties, approximately \$13,000 is estimated for the sidewalk replacement/construction, and the remaining \$262,000 is estimated to be by the City's cost 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. We typically advance the full amount of the construction and engineering costs for the project so that we are able to reimburse the construction fund with State Aid money as soon as our payment request is approved by MnDOT State Aid. Assessment proceeds are then transferred to the construction fund when they are received from benefitting properties.

**SAP 108-113-007 Oak Street Mill and Overlay - Improvement 14-01 – S 6<sup>th</sup> Street to SE 19<sup>th</sup> Street**

This project consists of milling 1.5" of bituminous pavement and the addition of 3" of new 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. 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.

All 3 of the above Municipal State Aid projects are at MnDOT State Aid for review and approval by MnDOT staff. Once approved, staff will be coming to council with feasibility reports, preliminary assessment calculations, and final cost estimates.

## **Locally Funded Projects**

Along with our Municipal State Aid funded projects, staff has also been preparing a locally funded 2017 construction program involving the S. 6<sup>th</sup> Street East Frontage Road, 11 blocks of resurfacing in NW Brainerd, and our annual maintenance projects including chip seals, crack seals, patching and striping. Below is a list of project currently in the design phase.

### **S 6<sup>th</sup> Street East Frontage Road – Improvement 15-12 – CR 117 (Industrial Park Road) to Wright Street**

This project consists of removing all of the existing bituminous and gravel sections, re-grading and shaping the new sub-grade, placement of new curb and gutter and storm sewer, and placement of 4" of gravel and 2" of bituminous pavement to meet our standard 7 Ton local road design standards. The project is being done to coincide with a sidewalk extension project from Joseph Street to Industrial Park Road that is planned to be constructed in 2019. The sidewalk grade will be graded in and stabilized as part of this project and the sidewalk installed in 2019 as part of the TAP funded projects awarded to the City of Brainerd. Estimated quantities and costs have not yet been estimated for this project, but staff will supply them to Council as soon as they are calculated and available. A portion of the resurfacing costs for the project are planned to be assessed to benefiting properties along the route.

### **NW Brainerd Resurfacing Project – Improvement 16-10 – 11 Blocks of Resurfacing in NW Brainerd**

This project consists of removing all of the existing bituminous pavement and gravel sections, re-grading and re-compacting the existing subgrade, and placement of 5" of gravel and 3.5" of bituminous pavement to meet 9 Ton design standards. There is also minor storm sewer, curb and gutter and driveway work incorporated as part of the project. The 11 blocks of resurfacing proposed can be seen below:

- NW 8<sup>th</sup> Street from Charles Street to Washington Street and Washington Street to James Street
- NW 7<sup>th</sup> Street from Charles Street to Washington Street
- NW 5<sup>th</sup> Street from Williams Street to Washington Street
- NW 3<sup>rd</sup> Street from Washington Street to James Street
- James Street from NW 8<sup>th</sup> Street to NW 6<sup>th</sup> Street and NW 4<sup>th</sup> Street to NW 2<sup>nd</sup> Street
- Williams Street from NW 5<sup>th</sup> Street to NW 4<sup>th</sup> Street

The project is being done to essentially complete the resurfacing/reconstruction of the most of the streets in the Northwest Brainerd commercial district. All of these pavements have reached their effective life span and have insufficient sections to carry the heavy commercial truck loading in this part of town. The pavements on these streets are currently experiencing severe thermal cracking and potholing and have become a maintenance priority in the recent years. The total estimated cost of the project with construction and engineering included is \$560,000, with approximately \$186,000 being assessed to benefitting abutting properties. Once final design is completed, staff will be coming to council with feasibility reports, preliminary assessment calculations, and final cost estimates.

### **Improvement 17-01 – 2017 Striping Project**

The City currently has approximately 15 miles of street that has various striping including lines, symbols and crosswalks. While our street crews typically handle all of the crosswalk painting every summer, the City typically lets a striping contract to handle a bulk of the line and symbol striping on the pavements. In the past few years, the City has been joining with Crow Wing County to bid a larger striping contract that includes Crow Wing County's striping and the City's striping needs. This helps to lower the unit cost of the striping with larger quantities of striping in the contract. Staff feels that most of the streets within the City need to be striped during the 2017 construction season, as it hasn't been for about 3 years on most routes within the City. Quantities of striping have been sent to Crow Wing County for tabulating, estimating, and bidding. Staff will come with estimated costs once they are received from Crow Wing County staff. Typically, we budget for about \$20,000 in street striping a year in our capital improvement plan, with some years using more than that and some less.

### **Improvement 17-02 – 2017 Chip Seal Project**

This project consists of chip sealing numerous streets in north Brainerd as part of our annual chip sealing program. Chip sealing has been proven to extend the life of pavements by sealing out moisture trying to penetrate through the pavement section while also providing for skid resistance for vehicle traffic on the newer, smoother pavements. The City really ramped up the chip sealing program back in the late 90's and early 2000's because of the benefits that chip sealing can provide. We typically like to chip seal our pavements that have experienced 5-15 years of the life cycle expectancy (typically 40 years). The recent focus on the chip sealing program has seen the City chip seal a majority of their year 2000 and newer vintage pavements in the last 5-10 years. The last major section of year 2000 and newer vintage pavement resides in north Brainerd, where large reconstruction projects on North 10<sup>th</sup> Street, North 2<sup>nd</sup> Street, North 5<sup>th</sup> Street, North 8<sup>th</sup> Street, North 9<sup>th</sup> Street, Bluff Avenue, Holly Street, Kingwood Street, and Terrace Avenue have been completed in the last 10 years. The project would equate to approximately 17,000 feet of pavement (3.2 miles). Estimated project construction cost is in the range of \$125,000. We typically budget for \$150,000 of chip sealing in our 5 year capital improvement plan.

### **Improvement 17-03 – 2017 Crack Sealing**

Along with a chip sealing program to preserve pavement life, the City has also been rigorous in crack sealing in recent years. Crack sealing extends the life of pavements experiencing thermal and fatigue cracking by effectively sealing the cracks in the street with rubberized sealant that prevents water from penetrating the pavement section. Although no specific project has been identified to date regarding crack sealing, the South Brainerd area around Buffalo Hills was the focus of last year's crack sealing program. There are some streets to finish in this area, as the Contractor on site ran out of crack sealant before they could finish all of the identified streets as part of last year's project. We typically budget for about \$25,000 in crack sealing a year in our 5 year capital improvement program. We typically design the project to fall underneath the \$25,000 threshold.

### **Improvement 17-04 – 2017 Patching Project**

The City typically solicits quotes to hire a patching contractor to complete some larger patches at alley crossing and intersections throughout the City. Our City crews typically use cold mix patching to patch potholes and spalled thermal cracks throughout the year, mostly in the spring in fall. This program is in place to patch some of the larger areas by totally removing the pavement, re-grading and adding more gravel if need be, and patching the area with new bituminous pavement. We typically like to patch areas where there are numerous potholes that have formed on streets that are not immediately in our 5 year capital improvement plan. This extends the life of the street as a whole and gets us to the point where a full resurfacing or reconstruction project can take place. The typical culprits are at alley crossings where heavy garbage trucks traverse numerous times a week and at 4 way controlled intersections where traffic comes to a complete stop. We typically budget around \$30,000 for street patching in our 5 year capital improvement plan.

## **2018 Construction Projects**

### **SP 1814-06 (TH 371B) – Improvement 12-14 – S 6<sup>th</sup> Street from Joseph Street to Washington Street**

During the 2018 construction season, staff will primarily be focused on the S 6<sup>th</sup> Street (TH 371B) reconstruction project in coordination with MnDOT. MnDOT is planning to reconstruct all of S 6<sup>th</sup> Street (TH 371B) from Joseph Street to Washington Street. In conjunction with the reconstruction project, the City and Brainerd Public Utilities plan on replacing all of the sanitary sewer main, water main, and lighting as part of the project. The project will consist of removal of all existing pavement and gravel, replacement of all underground utilities including storm sewer, placement of new sidewalk and curb and gutter, and placement of a new gravel and bituminous section. The City will be responsible for the replacement of the sanitary sewer main and the water main along with paying for a portion of the signal system. Brainerd Public Utilities will be

responsible for the replacement of the lighting system. MnDOT is responsible for the resurfacing of the street, storm sewer replacement, sidewalk replacement, and all incidental items relating to this construction. The total estimated cost of the sanitary sewer replacement is \$800,000 and the water main is \$1,000,000. The will get reimbursed from Brainerd Public Utilities for the design and construction of the water main. Construction is anticipated to last the duration of the spring, summer and fall. Bid letting for this contract is in August of 2017. A majority of the design has been completed and staff is waiting for some final information from MnDOT to finish plans for the sanitary sewer and water main.

## **Planned 2019 Construction Projects**

### **TAP Funded Sidewalk Projects**

The City applied and was awarded three separate sidewalk grants in 2014, 2015, and 2016 for 2018, 2019, and 2020 construction through the MnDOT Transportation Alternatives Program. The three separately funded projects are named the S 6<sup>th</sup> Street Sidewalk Extension project, Garfield Safe Routes to School Phase II and Garfield Safe Routes to School Phase III respectively. A little detail on each separately funded project can be seen below.

#### **S 6<sup>th</sup> Street Sidewalk Extension Project – Joseph Street to CR 117 (Industrial Park Road)**

This TAP funded project consists of extending a sidewalk south from Joseph Street to County Road 117 (Industrial Park Road). MnDOT is proposing to include a sidewalk from Washington Street to Joseph Street as part of the SP 1814-06 (TH 371B) project to be constructed in 2018. This project will be an extension of that project.

This TAP funded project includes 80% of the construction cost and all of the engineering (preliminary and construction) costs associated with the project. The estimated total project cost with engineering and construction included is \$547,000, with \$437,600 coming from the TAP funds and \$109,400 coming from the 20% local match.

#### **Garfield Safe Routes to School Phase II**

This TAP funded project consists of extending the sidewalks placed during the Garfield Safe Routes to School project completed in 2014. The 2014 project consisted of placement of new bituminous and concrete sidewalk on 10<sup>th</sup> Avenue NE from I Street to N Street, 11<sup>th</sup> Avenue NE from J Street to L Street, J Street from 9<sup>th</sup> Avenue NE to 12<sup>th</sup> Avenue NE, and L Street from 9<sup>th</sup> Avenue NE to 12<sup>th</sup> Avenue NE.

The planned 2019 project consists of extending those new sidewalks on N Street from Mill Avenue to 10<sup>th</sup> Avenue NE, 9<sup>th</sup> Avenue NE from N Street to Q Street (Memorial Park), 10<sup>th</sup> Avenue NE from I Street to H Street, and two blocks of sidewalk at Lowell Elementary on G Street from 1<sup>st</sup> Avenue NE to 3<sup>rd</sup> Avenue NE. The TAP program offers

federal Safe Routes to School funds in an amount of 80% of the estimated construction costs, with the other 20% and engineering costs coming from local matches. The estimated construction and engineering cost of the project is \$420,000, with \$280,000 coming from TAP funds, \$70,000 from the construction cost match and \$70,000 in engineering costs.

### **Garfield Safe Routes to School Phase III**

This TAP funded project consists of completing the sidewalk network in NE Brainerd around Garfield Elementary School by extending the sidewalks placed during Phase I and Phase II. The sidewalk extensions will be on N Street from 10<sup>th</sup> Avenue NE to 14<sup>th</sup> Avenue NE, L Street from 12<sup>th</sup> Avenue NE to 14<sup>th</sup> Avenue NE and Mill Avenue to 9<sup>th</sup> Avenue NE, J Street from 12<sup>th</sup> Avenue NE to 13<sup>th</sup> Avenue NE, H Street from Mill Avenue to 13<sup>th</sup> Avenue NE, and 10<sup>th</sup> Avenue NE from Washington Street to H Street.

The TAP program offers federal Safe Routes to School funds in an amount of 80% of the estimated construction costs, with the other 20% and engineering costs coming from local matches. The estimated construction and engineering cost of the project is \$600,000, with \$408,000 coming from TAP funds, \$102,000 from the construction cost match and \$90,000 in engineering costs.

The current plan with all three of these TAP funded projects is to lump them into one large federal sidewalk project. By including all three of these projects together, it effectively reduces engineering costs related to federal funded documentation needs, the large quantities will reduce the overall unit prices on several construction related items, and the contract will attract more and larger contractors to bid on the project to reduce project length and costs.

### **Locally/State Aid Funded 2019 Construction Projects**

#### **Buffalo Hills Lane Reconstruction Project – Improvement 16-09 – Graydon Avenue West to End of Mississippi Parkway**

Recent discussions at previous council meetings have led staff to start surveying and designing the portion of Buffalo Hills Lane West of Graydon Avenue to the end where it terminates at the end of Mississippi Parkway. The original project was designed in 2003, where the project ultimately got cut out of the program because of assessment procedures along the route.

Buffalo Hills Lane has never been built to the City's standard section or width, and is essentially a chip sealed gravel roadway. The current roadway is approximately 22' wide with no curb and gutter or storm sewer and inadequate structural capacity. This has led to the pavement edges breaking off, effectively making the road narrower and unsafe to its users.

At previous council meetings, it was ultimately decided to put this roadway on the slate for reconstruction in 2019. Estimated costs, typical sections, and assessment methodologies were presented to the council at that time, and a final typical section was decided upon.

The typical section that was ultimately moved forward was a 26' wide roadway with a 10' separated trail connecting to the existing trail that exists on the easterly portion of Buffalo Hills Lane. The pavement section would consist of a 9 Ton design of 3.5" of pavement and 5" of gravel.

The estimated construction and engineering costs are \$813,900. It is proposed to assess 100% of the costs of construction to benefitting properties, as the street has never been graded or built to the City of Brainerd standards. \$60,000 of the \$813,900 would be considered State Aid eligible funds for the extra capacity between a 7 Ton and 9 Ton designed road. Assessment methodologies have yet to be determined for this project (per subdivision or per parcel basis).

## **Conclusion**

In providing this memo to the committee, it is staff's hope that it informs the committee on upcoming projects and to generate discussion on the 5 year capital improvement program, along with committee identifying needs and recommendations for future projects. Future workshops with the committee are also being requested by staff to outline our pavement management program, our sanitary sewer system needs, and modifications to the City's 5 year capital improvement plan.



## Brainerd City Council Agenda Request

SPW  
3

Agenda Item #

Requested Meeting Date: January 17, 2017

Title of Item: Committee Workshops

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                                                                                                    | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input checked="" type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b> Jeff Hulsether                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Department:</b> Engineering                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Presenter (Name &amp; Title):</b> Jeff Hulsether                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Estimated Time Needed:</b> 10 minutes                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b><br>With there being 2 new members of the Safety and Public Works Committee, staff would like to schedule some time to present background information to the Committee related to our infrastructure's age and condition, our pavement preservation program, sewer collection system age and condition, project funding, and any other topics that the Committee is interested in.                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>The alternatives are to either set up some workshop times in the late afternoon or evening, or to add time to regularly scheduled committee meetings to review the information. The last time we conducted these workshops was about 4 years ago and we had 3 sessions which each lasted about 1 1/2 hours. if the Committee would prefer to include these presentations as part of regular meetings, we could consolidate some of the information into 1/2 hour to 45 minute presentations and perhaps have one each month to begin the process. |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Recommended Action/Motion:</b><br>Staff would like to reach a consensus within the Committee on how the Committee would like to proceed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                |



## Brainerd City Council Agenda Request

SPW  
4

Agenda Item #

Requested Meeting Date: January 17, 2017

Title of Item: Event Application - St. Patricks Day Parade

|                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                      | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| Submitted by: <b>Jeff Hulsether</b>                                                                                                                                                                                                                                                                                              | Department: <b>Engineering</b>                                                                                                                                                                                                                                                                                                                                                                                         |
| Presenter (Name & Title): <b>Jeff Hulsether</b>                                                                                                                                                                                                                                                                                  | Estimated Time Needed: <b>5 minutes</b>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Summary of Issue:</b><br>Attached is an event application from Community Action and Sheps for the St. Patricks Day parade scheduled for Saturday, March 11th                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>The application has been distributed to all city Departments for review and comment and for any recommended conditions of approval. The parade route and staging areas are the same as in previous years and there have been no recommended conditions of approval. |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Staff is recommending that the Council approve the application                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><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](mailto:engineering@ci.brainerd.mn.us)

# Application for a Street Closure, Special Event and Festival Permit

## PART I: GENERAL INFORMATION

Name of the event: St. Patrick's Day Parade

Date(s) of the event: 3-11-17

Time of event (setup to breakdown): 11:30am - 2pm.

Location: downtown Braintree

Estimated number of attendees: 1500

### Organizer Information

Organizer's name (Please print): Steve Shepherd / Holly Holm

Organizer's address: 213 S. 5th Street

Event contact person: Steve Shepherd / Holly Holm

Event contact daytime phone number: (h) \_\_\_\_\_ (w) 839-5270 (c) 839-5837-shep

Event contact persons e-mail address: holly@braintecommunityaction.org

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

(h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) 839-5837-shep

For Profit/Nonprofit status (type): 501c3

### Applicant Information, if different from the event organizer:

Applicant name (Please print): Same

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: \_\_\_\_\_

WGS costume contest, Medallion Hunt, parade.

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

Small portable sound system

Restrooms provided?

Yes ☐

No ☒

How many? \_\_\_\_\_

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

Company contracted for restrooms:                     

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

Sign, banners, and posters/flyers?

Yes ☒

No ☐

Locations and descriptions: Distributed to downtown merchants  
8 1/2 x 11

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.

Personal visit to merchants by event organizers.

## 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 7<sup>th</sup> Street between Maple Street and Front Street").

See attached map.

Time and date for beginning of street closures: 3-11-17 12:30 pm.

Time and date for reopening of streets: 3-11-17 1:30 pm.

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.

Personal visit to merchants from event organizers.

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.

Sidewalks remain open, City parking lots close by.

### PART III: CONTACTS, PERMITS, AND FEES CHECKLIST

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

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

#### Contact Information:

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

#### 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.

Holly Holm  
Signature of the Event Applicant

1-9-17  
Date submitted to the City

Holly Holm  
PRINT NAME

\_\_\_\_\_  
Event Applicant Title

**PART VI: FOR OFFICIAL USE ONLY**

**Departmental Sign-Offs**    Required

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

**Certification of Street Closure Approval**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

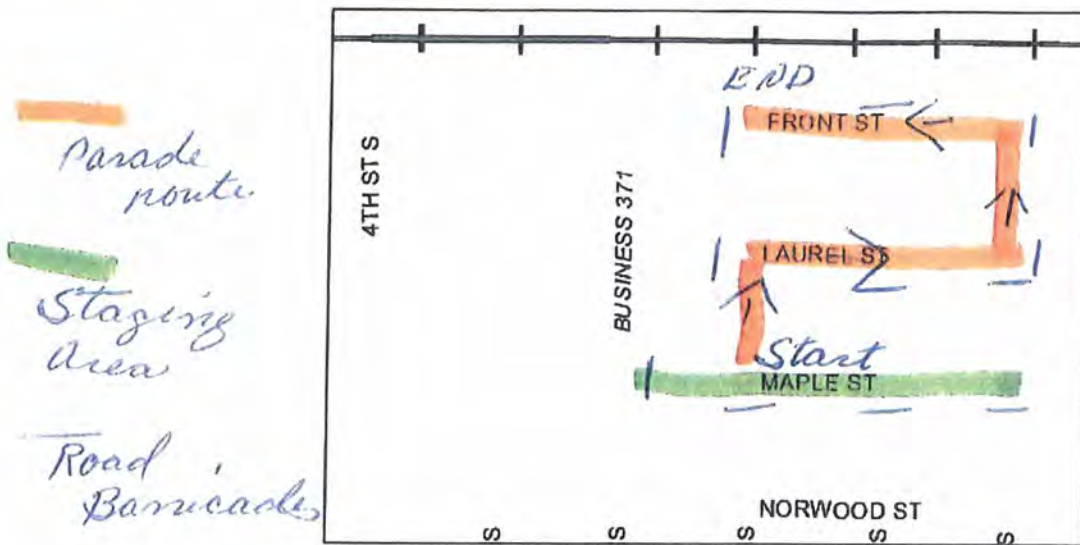
**Special Event/Festival Application and Permit Approval**

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.

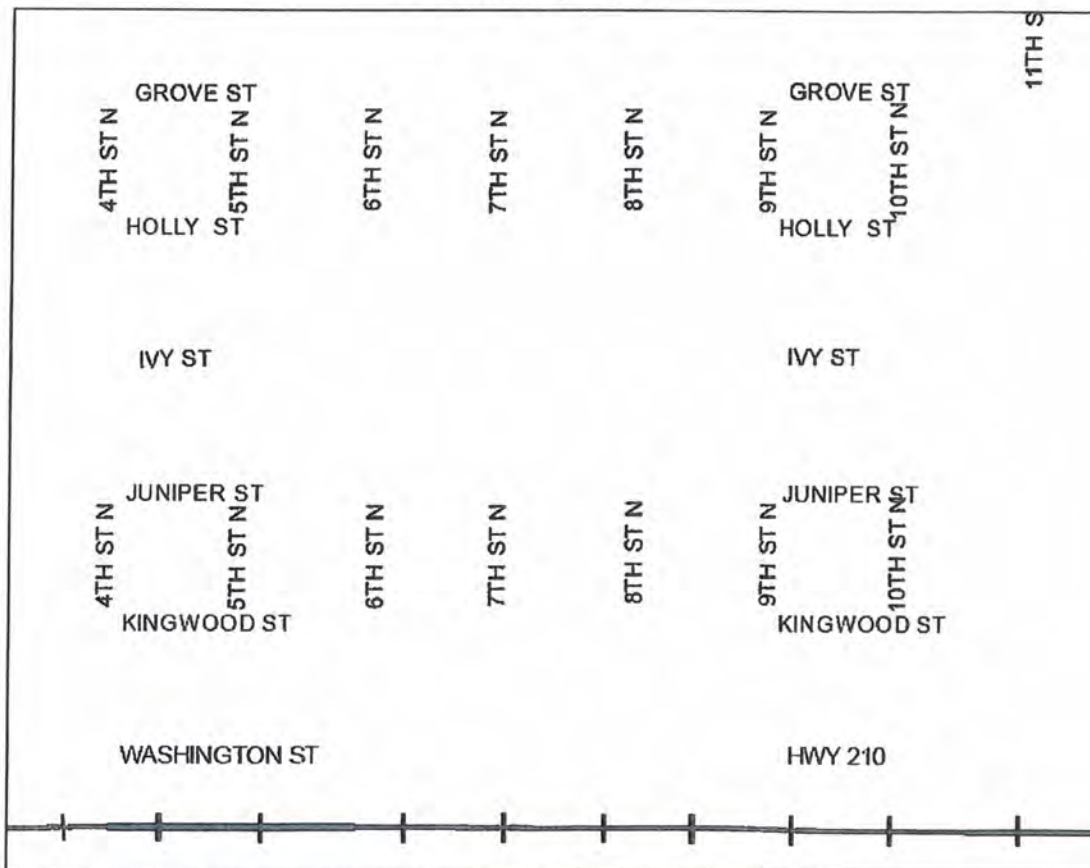
\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

## Historic Downtown



## Gregory Park





# Brainerd City Council Agenda Request

SPW  
5

Agenda Item #

Requested Meeting Date: January 17, 2017

Title of Item: Fire Protection Contract

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                       | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| <b>Submitted by:</b><br>Fire Chief Holmes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Department:</b><br>Fire                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Presenter (Name &amp; Title):</b><br>Fire Chief Holmes                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Estimated Time Needed:</b><br>5 minutes                                                                                                                                                                                                                                                                                                                                                           |
| <b>Summary of Issue:</b><br>The Fire Advisory Board met on November 16, 2016 and discussed proposed changes to the Fire Protection Contract. The proposed changes provide for non-emergency services in the Contractee's corporate boundaries and include fees adopted by the City of Brainerd, with the exception of medical assistance and extrication arising from car crashes. The Fire Advisory Board agreed to fees as adopted by the City of Brainerd. Attached is a copy of the contract with the proposed changes noted. |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b><br>Approve the revised Fire Protection contract and authorize City of Brainerd signatures on the revised contracts.                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                      |

## FIRE PROTECTION AGREEMENT

This contract is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017 ("Anniversary Date") between the City of Brainerd, Crow Wing County, MN, a public corporation ("City") and \_\_\_\_\_ Township/City, Crow Wing County, MN, a public corporation ("Contractee").

The City is willing to provide fire protection services for the Contractee residents, and the Contractee is desirous of contracting with the City. In consideration of the mutual promises and agreements hereinafter set forth, the parties do hereby agree as follows:

1. **Fire Service.** Contractee agrees to purchase from City and City agrees to provide fire protection, fire prevention, fire fighting and rescue services to residents of the Contractee, according to generally accepted standards for such services in Central Minnesota.

The services indicated above are further explained, or limited, as follows:

- a. **Allocation of Resources.** The parties understand the fire department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract.

- b. **No Guarantee.** The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard.

The City and its officers, employees and volunteer shall not be liable to the Contractee or any other person for failure to furnish assistance under this agreement or for recalling assistance.

2. **Payment.** Contractee agrees to pay City annually during the term of this contract the Payment Amount determined annually according to the following formula:

$$\left( \left( \frac{u}{U} \times 30\% \right) + \left( \frac{q}{Q} \times 30\% \right) + \left( \frac{v}{V} \times 30\% \right) + \left( \frac{EV}{EV} \times 10\% \right) \right) = \% \text{ of total City fire protection budget apportioned to the specific governmental unit}$$

u = The specific governmental unit's average number of calls for service in the last five calendar years, excluding car accidents calls.

q = The specific governmental unit's population, as provided by the MN State Demographer's Office.

v = The specific governmental unit's total market value excluding tax exempt property, as determined by the Crow Wing County Assessor.

ev = The specific governmental unit's total market value of tax exempt property as determined by the Crow Wing County Assessor.

U = The average number of calls for service for the City and all Contractees for the last five calendar years. This calculation carries a 30% weight.

Q = The total population of the City and all Contractees provided by the State Demographer's Office. This calculation carries a 30% weight.

V = The total market value, excluding tax exempt property of the City and all Contractees. This calculation carries a 30% weight.

EV = The total market value of tax exempt property of the City and all Contractees. This calculation carries a 10% weight.

**City budget for fire protection shall be calculated according to the following formula:**

$$\mathbf{C + E + D + R = \text{Total Fire Protection Budget}}$$

C = The amount budgeted for fire department operations, including all personnel costs, supplies and services.

E = An amount budgeted for equipment replacement, capital expenditures and major equipment repair, to be kept in a separate Fire Capital Equipment Fund. As part of its annual budget, the City shall maintain a Fire Capital Equipment Fund for capital expenditures, replacement of equipment and major repairs to equipment.

D = Depreciation of Buildings. This represents the cost of using the building for the year to house the equipment and staff. Any upgrades to the building shall not be included in the operating budget ("C" above) nor paid from the equipment replacement fund ("E") Rather the upgrades or improvements will be paid for by the City and passed onto the service areas as an increase in the amount of this factor.

R = Contributions to the relief association

All figures shall be carried out to two decimal places in calculating the formula. Each Contractee's share of the total budget contribution shall be determined by multiplying the percentage assigned to that Contractee by the annual City Fire Protection budget. Each Contractee's contribution shall be recalculated annually.

Annually, at the end of each fiscal year, the City shall report to the Contractees the variance between actual and budgeted expense. In the event that there is an operating budget surplus in any given year, it shall be transferred to the Fire Capital Equipment Fund. In the event that there is an operating budget deficit in any given year, the Fire Advisory Board will meet to discuss the remedy of the deficit.

City shall provide Contractee with a written claim for the Payment Amount. Payment shall be due as follows: One-half paid by April 1<sup>st</sup> and the remaining half paid by August 1<sup>st</sup> of each year.

3. **Fire Advisory Board.** A Fire Advisory Board (Board) shall be established consisting of one (1) member from the City of Brainerd and one (1) member from each jurisdiction that enters into a Fire Protection Contract with the City. The Fire Chief and City administration will provide necessary staff support to the Fire Advisory Board. The Board shall meet quarterly and shall select annually a chairperson from the Board. The Fire Advisory Board shall review and make recommendations to the City regarding the following items:
  - a. Annual Fire Department Operating Budget;
  - b. Development, annual review and update of Five Year Capital Equipment Plan;
  - c. Proposed individual fire equipment purchases that are not consistent with the Plan and Budget;
  - d. Proposed revisions to the Contracts; and
  - e. Annual audit of the prior year's Fire Department expenditures.
4. **Emergency Service Charge.** Contractee, in its sole discretion, may exercise its authority to impose and collect an emergency service charge on those receiving emergency services, including fire services, within the Contractee's area. City shall have no right to, or interest in, any service fees collected by Contractee. If Contractee imposes an emergency service charge it shall provide City a list of the specific types of information it needs collected in order to successfully impose and collect the charge. City shall make a good faith effort to collect the requested information for each service call to the Service Territory and promptly provide Contractee with the information it collected.
5. **Motor Vehicle Accidents.** The City shall not charge an owner of property fees for emergency services or extrications arising out of motor vehicle accidents, regardless of whether the City imposes such charges for motor vehicles accidents that occur within the City.
6. **Non-Emergency Services.** (a) the City shall provide non-emergency fire services within the Contractee's corporate boundaries, including fire inspection, code enforcement and the issuance of permits. The Contractee grants the City Fire Chief and/or their designee authority to provide said non-emergency services; (b) all non-emergency services shall be provided pursuant to the Uniform Fire Code, as adopted and modified by the City; (c) the fees charged by the City for said services shall be in the amounts set forth in the City's current Fee Schedule. All fees shall be charged by the City Fire Department directly to the party requesting the service in the same manner as similar fees are charged within the City, pursuant to City Code Chapter 421; (d) the parties agree that the enforcement (Section 421.07), penalties (Section 421.09) and appeals (Section 421.11) provisions of the City Fire Code apply and are enforceable within the Contractee's corporate boundaries in the same manner as within the City.
7. **Service Territory.** City shall provide fire services as indicated under this contract to the area in Contractee's service territory as defined by boundary lines, unless otherwise indicated.
8. **Ownership.** City owns the buildings and equipment associated with the fire department and the amounts paid by Contractees do not give rise to any ownership interest in, or

responsibility toward, those items. On termination of this Agreement for any reason, the Contractee shall have no claim against the assets of the City's Fire Department, including buildings or equipment.

9. **City's Responsibilities.** City has the sole responsibility for the administration of its Fire Department. In addition to any other obligations described herein, City shall:
- a. Authorize and direct the City fire department to provide the fire services described herein to Contractee's Service Territory;
  - b. Develop a detailed annual operational budget and equipment plan for the fire department for each year during the term of this contract and present it to Contractee along with sufficient information to explain the items included in the budget figures;
  - c. Provide Contractees, on a quarterly basis, financial information reporting against the year-to-date budget operations.
  - d. Disclose to Contractee any proposed action City intends to take that can reasonably be expected to effect the Insurance Services Office Fire Protection Grade in the Service Territory or City's ability to provide the fire services indicated above;
  - e. Promptly disclose to Contractee any information City can reasonably anticipate will directly affect its ability to perform its obligations under this contract;
  - ~~f. Fire inspection and code enforcement services will be provided to the Contractee for their service territory as part of this agreement at such time as the Contractee adopts the Minnesota Uniform Fire Code and gives the City Fire Chief or their designee such inspection and enforcement authority; and~~
  - g. Provide annual audit information of the prior year's Fire Department operations.
10. **Contractee's Responsibilities.** In addition to any other obligations described herein Contractee shall:
- a. Promptly pay City the Payment Amount as indicated above for the year of service. One-half of the payment is due by April 1<sup>st</sup> and the balance of the payment is due by August 1<sup>st</sup> of each year; and
  - b. Promptly disclose to City any information Contractee can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

It is understood and agreed Contractee shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverage, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues and that Fire Department personnel have no employment relationship with Contractee under this Agreement. It is further agreed Contractee has no responsibility, beyond paying the agreed upon Payment Amount, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the fire services described herein.

11. **Insurance Requirements.** City shall maintain general liability insurance for its services and shall include Contractee as an additional insured for the term of this contract and any extensions thereof. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. City shall also maintain inland marine, automobile, and property insurance coverage. City shall provide Contractee proof of such insurance coverage and the additional insured endorsement naming the Contractee annually by the anniversary date of this contract. City shall also maintain workers' compensation coverage as required by law.
12. **Indemnification.** City agrees to defend and indemnify Contractee against any claims brought or actions filed against Contractee or any officer, employee, or volunteer of Contractee for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this contract for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Contractee, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for Contractee and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Contractee for claims arising out of the performance of this contract subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.
13. **No Waiver.** Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.
14. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both City and Contractee, and attached hereto.
15. **Subcontracting & Assignment.** City shall not subcontract or assign any portion of this contract to another without prior written permission from Contractee. Services provided to Contractee pursuant to a mutual aid agreement City has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Contractee so long as City remains primarily responsible for providing fire services to Contractee's Service Territory.
16. **Termination.** This contract may be terminated at any time during its term by mutual agreement of the parties. Either party may terminate this agreement by personally serving a 365 day written notice of termination on the other party. This agreement shall terminate 365 days from the date of personal service of the written termination notice. The party serving the notice may unilaterally withdraw the notice in writing by no later than the July 1 preceding the effective date of termination, and the notice may also be withdrawn any time after July 1 by mutual consent of the parties. If Contractee fails to pay for the service according to the schedule established herein, City may terminate this agreement 60 days from the date of personal service of written termination notice. Notice to City shall be served on the City Administrator and notice to Contractee shall be served on the Contractee clerk.

17. **Service Contract.** This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.
18. **Minnesota Law Governs.** This contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this contract shall be venued in the State of Minnesota.
19. **Severability.** The provisions of this contract shall be deemed severable. If any part of this contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this contract.
20. **Arbitration.** The parties agree that any dispute arising under this agreement shall be settled through binding arbitration by a neutral arbitrator selected by the City and the Contractee. The fees and expense of the arbitrator's services shall be borne equally by the parties, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made providing it pays for the record. If both parties desire a verbatim recording of the proceedings the cost shall be borne equally.

**IN WITNESS WHEREOF,** the parties have executed this contract effective on the date indicated above.

CITY OF BRAINERD

\_\_\_\_\_ (Contractee)

By its Mayor:

By its Chairperson/Mayor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By its City Administrator:

By Its Clerk/Administrator:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Brainerd City Council Agenda Request

9

Agenda Item #

**Requested Meeting Date:** January 17, 2017

**Title of Item:** Community Survey Panel Report Card Presentation

|                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input checked="" type="checkbox"/> MAIN AGENDA                                                                                                | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input checked="" type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| <b>Submitted by:</b> Mark Ostgarden, City Planner                                                                                                                                                                                                                                                                          | <b>Department:</b> Planning                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Presenter (Name &amp; Title):</b> Same                                                                                                                                                                                                                                                                                  | <b>Estimated Time Needed:</b> 30 minutes                                                                                                                                                                                                                                                                                                                                                             |
| <b>Summary of Issue:</b><br>This is the presentation of the Community Report Card as graded by the 180 (of 300) Community Survey Panel responders                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Not applicable to this agenda item.                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b><br>The Planning Department is not requesting any action or a motion at this time.                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><u>Please Explain:</u> |                                                                                                                                                                                                                                                                                                                                                                                                      |