

CITY COUNCIL AGENDA
Brainerd, Minnesota
TUESDAY, February 21, 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 ((ROLL CALL VOTE)**
 - A. **Approval of the Minutes of the Regular Meeting held on February 6, 2017, as distributed**
 - B. **Approval of Licenses – (See Attachment)**
 1. Contractor's Licenses – 1 New and 3 Renewals
 - C. **Department Activity Reports – (See Attachments)**
 1. Mayor
 2. City Administrator
 3. Police Chief
 4. Finance Director
 - D. **Minnesota Lawful Gambling Application to Conduct Excluded Bingo – Submitted by the Lumberjacks and Jill's Club. Bingo Events to be held April 12, 2017 and November 29, 2017 at the American Legion Post 255, 708 Front Street, Brainerd.**

E. Minnesota Lawful Gambling Application to Conduct Excluded Bingo – Submitted by St. Andrew’s Catholic Church. Bingo Events to be held April 1, 2017 at the St. Andrew’s Catholic Church, 1108 Willow Street, Brainerd.

F. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Council 11679. Saint Matthias for a Raffle to be held on April 30, 2017 at St. Francis of the Lakes Catholic School, 817 Juniper Street, Brainerd.

6. Presentations

A. Arboretum Annual Report – Matthew Hill

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 (remainder of 2017 budget) \$142,540

Contractor	IMP #	Project	Amount	Total Retained
None				

2. Employee Policy Manual Amendment for Department Head Health Care Saving Plan (HCSP) Contributions

3. Revised Performance Evaluation Form

4. Request to Hire Records Management Technician

5. Police Officer Request to Hire

6. Request to Use DWI Forfeiture Funding

7. Fire Contract Formula for 2018

8. Facility Study

B. Safety and Public Works Committee Report

1. Disposal of Bus #312

2. Municipal Consent for CSAH 48 Project

3. Street Funding Bill Support Resolution

4. Acquisition of Tax Forfeit Parcel

5. City Code Section 1315 Amendment related to Parking

6. City Code Section 900 related to Animals and Bee Keeping

7. Planning Commission – Business 371 Layout

8. Unfinished Business

A. Improvements 14-03, 16-13, and 14-01

1. Hold Preliminary Assessment Public Hearing for:

- a) **Improvements 14-03 – Street Resurfacing Jackson Street from NW 4th Street and Brainerd/Baxter City Limits**
- b) **Improvement 16-13 – Street Resurfacing Buffalo Hills Lane from S 6th Street and Graydon Avenue**
- c) **Improvement 14-01 – Mill and Overlay Oak Street from S 6th Street and SE 19th Street**

2. Adopt Resolution Ordering Improvement, Approving Plans and Specifications, and Ordering Advertisement for Bids for Improvements 14-03, 16-13, and 14-01.

B. Summary of Council Retreat

C. Call for Applicants – Informational:
(Application Information at 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 – 1 terms (Expire 2018)

Rental Dwelling Board of Appeals – 3 terms (see below) – (Expire 2018)

- 1. *Residential Property Manager Representatives (1)*
- 2. *Tenant Representative (1)*
- 3. *General Public Representative (1)*

9. New Business

A. Set Date for City Administrator Performance Evaluation

- 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** (Verbal: Any Updates since Packet)
- 12. Council Member Reports**
- 13. Committee Recommendations – Recommended by Mayor Menk**
 - A. Cable TV Advisory Committee – Mr. Robert Brady – Term to Expire 12/31/19**
 - B. Transportation Advisory Committee – Mr. Robert Brady – Term to Expire 12/31/18**
- 14. Committee Recommendations – Recommended by Council President Pritschet**
 - A. Police & Fire Civil Service Commission – Ms. Cathy Grey – Term to Expire 12/31/18**
- 15. Adjourn**

NOTE: Personnel and Finance Committee will meet at 7:00 P.M.
Safety and Public Works Committee will meet at 6:30 P.M.

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

MISSION
***"Provide high quality, cost effective public services and leadership in creating
a sustainable city"***

Brainerd, MN
February 6, 2017

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

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

Council President Pritschet opened the meeting with the Pledge of Allegiance to the Flag.

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

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

- A. Approval of the Minutes of the Regular Meeting held on January 17, 2017, as distributed – Approved**
- B. Approval of Licenses – Approved**
 - 1. Contractor's Licenses – 14 - Renewals
- C. Department Activity Reports – Approved**
 - 1. Fire Chief (Monthly and Annual)
 - 2. Park Director
 - 3. City Administrator
- D. Resolution No. 04:17 – Accepting Donations & Contributions for 4th Quarter 2016- Approved**
- E. Temporary On-Sale Liquor License Application – Submitted by the Brainerd Sports Boosters for an Event to be held on April 22, 2017 at the NP Event Space, 210 Blacksmith Circle, Brainerd – Approved**

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

Presentation:

BLAEDC Annual Report

The Chair recognized Ms. Sheila Haverkamp of BLAEDC, who summarized information included in the Packet on the Positioning Statement and Values of BLAEDC including their mission statement, "Expanding Business, Building Community and Growing Jobs in Crow Wing County. She discussed three examples of BLAEDC's extensive involvement in developing businesses including a new winery, the repurposing of Brainerd Industrial Center and working

with interested business prospects for the old Holiday Inn building on Business 371. She answered several questions of the Council and the Chair thanked her for her presentation.

Council Committee Reports

Personnel and Finance Committee Report

Approval of Bills and Payments to Contractors – Approved

Contractor	IMP	#Project	Amount	Retained
Braun Intertec	14-15	Airport Utility Extension	\$203	N/A
S.E.H	14-15	Airport Utility Extension	\$26,192	N/A
Tom's Backhoe	1/11	DT Snow Removal	\$11,782	N/A

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART TO APPROVE THE PAYMENT OF BILLS AND PAYMENTS TO CONTRACTORS.

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

Procurement Policy – Adopt with Recommended Amendments – Approved

A copy of the proposed Procurement Policy with recommended amendments highlighted in yellow was included in the Packet.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE ADOPTION OF THE PROCUREMENT POLICY AS PRESENTED.

Committee members Johnson and Hilgart summarized the purpose of the policy and the necessary amendments.

Subordination of Loan – Approve Agreement moving City to Second Position and Authorize Appropriate Signatures on Agreement – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE SUBORDINATION AGREEMENT MOVING THE CITY TO SECOND POSITION FOR THE 1716 LAUREL STREET SCDG LOAN AND TO AUTHORIZE APPROPRIATE SIGNATURES ON THE SUBORDINATION AGREEMENT.

Resignation of Administrative Specialist Tabaka – Accept Resignation Effective February 10, 2017 and Authorize Backfilling of Position as Soon as Possible – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE RESIGNATION OF ADMINISTRATIVE SPECIALIST TABAKA EFFECTIVE FEBRUARY 10, 2017 AND AUTHORIZE BACKFILLING THE POSITION AS SOON AS POSSIBLE.

Resignation of Police Officer Katzenberger – Accept Resignation with Regret Effective February 3, 2017 and Authorize Making a Conditional Job Offer to the Next

Available Candidate Upon Completion of Establishing a New Police Officer Eligibility List – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF INVESTIGATOR KATZENBERGER EFFECTIVE FEBRUARY 3, 2017 AND TO AUTHORIZE MAKING A CONDITIONAL JOB OFFER TO THE NEXT AVAILABLE CANDIDATE UPON COMPLETION OF ESTABLISHING A NEW POLICE OFFICER ELIGIBILITY LIST.

Hiring Recommendation for IT Specialist Position – Approve Promotion of Lori Turkowski Effective February 7, 2017 with Starting Wage of 100% of Base Wage for the Position (\$26.52 per hour) – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE PROMOTION OF LORI TURKOWSKI TO THE IT SPECIALIST POSITION EFFECTIVE FEBRUARY 7, 2017; FURTHER, TO AUTHORIZE HER STARTING PAY AT 100% OF THE BASE WAGE FOR THE POSITION (\$26.52 PER HOUR).

Committee Member Hilgart stated that Ms. Turkowski has been working in the IT Department under an MOU for two years and staff/Committee feel this work experience warrants the start at 100% of the base wage.

Hiring Recommendation for Engineering Technician Position – Authorize Conditional Job Offer to Justin Larson and Allow Him to Complete his Engineering Technician Certificate in Mankato – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE A CONDITIONAL JOB OFFER TO JUSTIN LARSON FOR THE POSITION OF ENGINEERING TECHNICIAN AND ALLOW HIM TO COMPLETE HIS STUDIES IN MANKATO.

Committee Chair Johnson reported that Mr. Larson will be traveling to Mankato on Wednesdays to finish his certification.

Committee Member Hilgart reported that Mr. Larson will be starting at Step B of the Base Wage for the position based on his experience.

Market Adjustment for Police Chief and Deputy Chief – Approve 1% Market Adjustment to Maintain Current Supervisory Gap in the Police Department and Authorize 2017-2018 Wage Adjustments for these positions in the amount of 1.5% on 1/1/17; .5% on 7/1/17 and 2% on 1/1/18 – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE A ONE (1%) MARKET ADJUSTMENT FOR THE POLICE CHIEF AND DEPUTY CHIEF POSITIONS TO MAINTAIN THE CURRENT SUPERVISORY GAP IN THE POLICE DEPARTMENT; FURTHER TO AUTHORIZE 2017-2018 WAGE ADJUSTMENTS FOR THESE POSITIONS IN THE AMOUNT OF 1.5% ON 1/1/17; .5% ON 7/1/17 AND 2% ON 1/1/18.

Returned TIF Funds – Informational

Committee Chair Johnson stated that the former TIF District was decertified in Brainerd Oaks and the City's portion of approximately \$6,500 was returned and is in Capital Fund 400.

Annual Review of Investment Policy – Approve as Presented – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE INVESTMENT POLICY AS PRESENTED.

Donation Request to Historical Society – Authorize \$300 Donation from Council Special Projects – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE A \$300 DONATION TO THE HISTORICAL SOCIETY TO BE PAID FROM COUNCIL SPECIAL PROJECTS.

Added Item: Resignation of Police Records Management Technician Kelly Ruff – Accept Resignation with Regret and Direct Staff to Review the Position and Return with a Recommendation to Council at February 21, 2017 Meeting – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF RECORDS MANAGEMENT TECHNICIAN KELLY RUFF AND TO DIRECT STAFF TO REVIEW THE POSITION AND RETURN WITH A RECOMMENDATION TO COUNCIL AT THE FEBRUARY 21, 2017 MEETING.

Added Item: HRA Per Diem Reinstatement – Informational

Committee Chair Johnson reported that the HRA had provided a document before tonight's meeting informing the City that they plan to reinstate their per diem payment for board members. Based on legal advice received by the HRA, it is up to the HRA Board to set their per diems and state statute would prevail over City Charter in this situation. Since this information was received this evening, the item will be put on a future agenda for council discussion.

Safety and Public Works Committee Report

Pavement Management Presentation – Informational

Committee Chair Bevans referred to material that had been distributed to Council as part of a presentation to Committee this evening by Assistant City Engineer Sandy on the City's pavement management efforts and the age and condition of the City's pavements.

Proposals for Underground Storage Tank Limited Site Investigation – Accept Low Cost Proposal from Millsop Associates in the amount of \$6,487.50

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT THE LOW COST PROPOSAL FROM MILLSOP ASSOCIATES IN THE AMOUNT OF \$6,487.50 FOR UNDERGROUND STORAGE TANK LIMITED SIGHT INVESTIGATION (LSI).

Annual MS4 Public Hearing – To be held at 7:30 P.M. on Monday, March 20, 2017 in the City Hall Council Chambers – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO HOLD THE ANNUAL MS4 PUBLIC HEARING ON MONDAY MARCH 20, 2017 AT 7:30 P.M. IN THE CITY HALL COUNCIL CHAMBERS.

Resolution No. 05:17 Adopted – Receiving Report and Calling a Public Hearing to be held at 7:30 P.M. on Tuesday, February 21, 2017 to Discuss Improvements 14-03, 16-13 and 14-01

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, TO ADOPT RESOLUTION NO. 05:17 – RECEIVING REPORT AND CALLING A PUBLIC HEARING TO BE HELD AT 7:30 P.M. ON TUESDAY, FEBRUARY 21, 2017 IN THE CITY HALL COUNCIL CHAMBERS TO DISCUSS THE FOLLOWING CITY IMPROVEMENTS:

IMPROVEMENT 14-03

Street Resurfacing

Jackson Street between NW 4th Street (CSAH 20) and Brainerd/Baxter City Limits.

IMPROVEMENT 16-13

Street Resurfacing

Buffalo Hills Lane between S 6th Street (TH 371B) and Graydon Avenue.

IMPROVEMENT 14-01

Street Reconditioning

Oak Street between S 6th Street (TH 371B) and SE 19th Street.

RESOLUTION NO. 05:17

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.

2017 Transit Contract Amendment for Additional Transit Bus Purchase – Approved

Committee Chair Bevans reported that based on a Transit bus being considered a total loss after being involved in a crash, Mn/DOT has agreed to fund 80% of an additional bus this year as a replacement which requires a contract amendment.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE AN AMENDMENT TO THIS YEAR’S TRANSIT CONTRACT WITH MNDOT TO PROVIDE FOR THE ACQUISITION OF A SECOND BUS AND TO AUTHORIZE THE PROPER CITY OFFICIALS TO ENTER INTO SAID AMENDMENT.

Petition for a Portion of North 10th Street – Public Hearing to be held at 7:30 P.M. on Monday, March 6, 2017 in the City Hall Council Chambers – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO HOLD A PUBLIC HEARING AT 7:30 P.M. ON MONDAY, MARCH 6, 2017 IN THE CITY HALL COUNCIL CHAMBERS TO CONSIDER THE VACATION OF A PORTION OF NORTH 10TH STREET.

Sober Houses – Item Referred to Planning Commission for Review and Zoning Ordinance Language – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO REFER THE ISSUE OF “SOBER HOUSES” TO PLANNING AND ZONING FOR REVIEW AND ZONING ORDINANCE LANGUAGE.

Committee Chair Bevans reported referring the issue to the Planning Commission is to get a second opinion and to get of list of things the City may want to consider, if any, to regulating Sober Houses.

Unfinished Business

Set Location for Council Retreat – Essentia Hospital Meeting Room – Informational

City Administrator Thoreen stated that the retreat will be held at 12:30 P.M. on Saturday, February 11, 2017 at the hospital meeting room next to the cafeteria in the basement.

Call for Applicants – Informational:

(Application Information at 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 – 2 terms (see below) – (Expire 2018)

1. *Tenant Representative (1)*

2. *General Public Representative (1)*

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

Police & Fire Civil Service Commission – 1 term (Expires 2018)

New Business

LMC Legislative Conference – Informational

City Administrator Thoreen referred to information included in the Packet on the 2017 LMC Legislative Conference to be held on March 23rd. He stated that this is an excellent opportunity to convey to legislators what is important to the City. He encouraged Council members to attend and asked them to contact the Administration office for registration/reservation information.

Public Forum:

The Chair recognized Ms. Sarah Hayden Shaw, 521 N 9th Street, who stated that she is excited to share that she just purchased the old “Blue Ox” building Downtown in order to remodel and turn into a nice restaurant with an outside patio. She asked the Council members to consider reducing the South 6th Street design to three lanes or less to make the revitalization

of Downtown more viable. She referred to a recent editorial relating to South 6th Street design which was published in the Brainerd Dispatch.

The Chair recognized Mr. Luke Roach, 716 2nd Avenue, who discussed a ticket he received relating to snow removal based on his disagreement with the public notification involved.

Council Member Badeaux stated that he feels the Council has to be more proactive in communicating with the public.

Mr. Roach was asked to contact the Police Chief to discuss the matter further.

The Chair recognized Ms. Mary Agerter, 615 N 5th Street, who also asked the Council to reconsider the decision made by previous Council on the design of South 6 Street.

Staff Reports – Written

(Verbal: Any Updates since Packet)

City Administrator Thoreen reported that he has contacted the editor of the paper and invited a Councilmember along with staff to visit with the editorial board to discuss the editorial relating to the South 6th Street design and it being not too late to reconsider.

City Administrator Thoreen also reported that a citizen was recently locked in the Brainerd Public Library when it closed and broke a window to get out. A similar situation could occur at City Hall, therefore, he will be looking into options for emergency exits at City facilities.

Council Member Reports

Council Member Lambert stated that more volunteers for the Memorial Day Committee are needed. The next meeting is on Wednesday, February 15, 2017 at 7:00 P.M. at the Brainerd VFW to discuss Memorial Day events.

Council Member Stunek reported that this week he had attended his first Airport and Senior Center meetings as Council Liaison.

Council Member Hilgart asked if an alternate Council Member could attend the February 13th Fire Advisory Board meeting in her place; Council Member Stunek volunteered.

Council Member Johnson reported that the Brainerd Jaycees 2017 \$150,000 Ice Fishing Extravaganza had been very successful and thanked the many volunteers and members of the Jaycees for such a wonderful event which raises thousands of dollars for local charities.

Adjourn – To City Council Retreat to be held at 12:30 P.M. on Saturday, February 11, 2017 at Essentia Health Meeting Room

The Chair adjourned the meeting at 8:42 P.M.

James M. Thoreen
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
February 21, 2017
(1 New, 3 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
SHANE WILSON HEATING & COOLING 6388 ESTATE CIRCLE DR BRAINERD, MN 56401 17-0127	(218) 831-8117	MECH	8/24/2017	4/2/2018	MB653345
HERZOG ROOFING, INC. PO BOX 245 DETROIT LAKES, MN 56502 17-0128	(320) 632-5119	ROOF	5/1/2017	12/31/2017	
WESTERN PRODUCTS, INC. 474 45TH STREET S. FARGO, ND 58103 17-0129	(701) 293-5310	GENL	1/1/2018	12/31/2017	CR004286
NORTHERN LAKES PLUMBING LLC 6108 25TH AVENUE SW PO BOX 681 PEQUOT LAKES, MN 56472 17-0130 (new)	(218) 251-4647	PLUM	6/12/2017	12/31/2017	PC671456



www.ci.brainerd.mn.us

MAYOR'S REPORT TO COUNCIL

For the October 3, City Council Meeting

This morning as I walked over to the Center for a dozen donuts I could not help but notice and reflect on the many changes happening in our city.

1. The snow is disappearing (I ordered the mild weather)!
2. The old Barely Used building has been sold and is waiting the repurposing of the space.
3. There is a hair salon going in to the Phelps building on Laurel.
4. The Blue Ox building is being gutted prior to being remodeled.
5. The 612 Bistro is open for business.
6. The Cat Tales Book Store has new owners.
7. The bike shop on Laurel has new models in the window.
8. The employment office is open on the corner of 7th and Laurel.
9. Tim Horton's is open.
10. Out of the way, but BIC is loaded with cars and the other tenants are open and doing business.
11. 218 Station is open
12. There are 2 groups actively exploring the repurposing of the old Holiday Inn.
13. The school district is removing several structures on South 5th.
14. The Burlington House (our new Sober House) is nearing completion of the remodel.
15. Royal Tire building is a very pleasing sight.
16. And the list goes on and on!!

We need to be proud of the progress and continue exploring new ideas and faces that will make our city a better place to live.

On another note I attended several meeting pertaining to the Downtown district, a meeting with the Brainerd Dispatch Editorial Board and the presentation of two Tower Awards to two long term Law Enforcement employees (Craig Katzenberger and Kelly Ruff).

On Saturday the 11th I, along with council members and the city department heads and the Administrator attended a work shop / retreat led by Bruce Miles. The emphasis at the workshop was prioritizing the work that the city needs to do, the positive things that have taken place and how to work together as a team to accomplish the goals that we set.

As I sit here, finishing my donut and this report, I find it amazing what I saw at the Center (a group of volunteers and staff working together, with a common goal, making the best tasting donuts to support the Centers work). Looking around I see the future of our city, a community of volunteers, staff and stake holders working together for a common goal, **a vibrant city full of vigor and vitality.**

ADMINISTRATOR'S REPORT

Tuesday, February 21, 2017

LEGISLATURE

The Public Works and Public Safety Committee will bring to the full council tonight a recommendation regarding **HF 934** and **SF 933**, legislation supported by the League of Minnesota Cities and the Coalition of Greater Minnesota Cities which, if enacted into law, would raise \$57 million/year dedicated to city streets. Half of the amount goes to Small Cities Assistance Account and half is sent to Larger City Streets and Bridges Account. More will be shared by the PW & PS Committee and Engineer Hulsether.

THANK YOU REP. DALE LUECK!

We have learned that Rep. Lueck has signed on as a co-author of HF 672, the House version of the major legislative initiative to increase funding for Local Government Aid by restoring to 2003 levels the amounts allocated to all qualifying cities. The companion Senate version is authored by Sen. Bill Weber of the Pipestone area. Both the League of Minnesota Cities and the Coalition of Greater Minnesota Cities support this bill.

LMC LEGISLATIVE DAY AT THE CAPITOL

Council President Pritschet and Councilman Stunek will join me as we attend the League of Minnesota Cities Day at the Capitol on March 23rd. The agenda calls for informational sessions presented by legislative leaders coupled with the LMC viewpoint on major legislation which will affect cities. I will schedule time with each of our delegation members to present our legislative priorities. We will also approach and meet with as many key Chairpersons and key legislators regarding city legislation in general.

2018 BONDING BILL

The Council has established as top priority for the presumed 2018 bonding bill two items: a.) the Trail from Crosby to Brainerd, and b.) repair to, and preservation of, the historic water tower. I continue to work with the City of Pipestone to display to the House and Senate our joint request for assistance to our cities. The costs of preservation are simply too much for either city to assume. Preservation grants from the State Historical Society will also be part of the mix.

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council

FROM: Police Chief Corky McQuiston *CM*

DATE: 02-14-17

RE: Monthly Report



www.ci.brainerd.mn.us

2016 Officer of the Year



We are very proud to announce that Officer Paul Rosier was selected by the department as the 2016 Office of the Year. Officer Rosier has been with the department for about 3 ½ years. He is originally from the Grand Rapids area. Paul is currently assigned as the liaison officer to Drug Court and is responsible for starting the department's Coffee with a Cop program. Paul led the department in several measurable performance indicators for 2016, and did this while also having great Community Policing Skills. If you have the chance, please congratulate Paul on this very well deserved accomplishment.

Annual Performance Reviews

In January we began completing Performance Evaluations for all our licensed officer staff. The form we use was adopted from a twin cities area based police department that I initiated shortly after becoming the Deputy Chief in 2004.

Our performance reviews are based on our Mission and Core Values:

OUR MISSION

The Brainerd Police Department exists to protect and serve the public through diligent law enforcement, compassionate service, and a team approach to problem solving.

OUR CORE VALUES

- **INTEGRITY:** Personal and organizational integrity are the foundations of our department and profession.
- **PEOPLE:** We recognize the inherent dignity of each citizen and employee, and treat them accordingly.
- **CREATIVITY:** We value ingenuity and creative thought in solving problems and addressing community concerns.

The reviews are broken down into Seven Key areas:

- Relationships
- Professionalism
- Problem Solving
- Operational Skills
- Knowledge of Work
- Communication
- Effort and Initiative

Each Key Area then is broken down into subcategories:

Professionalism

1. Appearance
2. Attention to Duty
3. Career Development
4. Conduct and Behavior

Knowledge of Work

1. Community Demographics
2. Policies and Procedures
3. Forms and Report Writing
4. Statutes and Ordinances

Effort and Initiative

1. Leadership
2. Managing Uncommitted Time
3. Productivity

Communication

1. Non-Verbal Communication
2. Verbal Communication
3. Written Communication

Problem Solving

1. Problem Identification
2. Information Gathering/Analysis
3. Response Strategies/Tactics
4. Evaluation of Results

Relationships

1. Department Personnel
2. External Agency Personnel
3. Neighborhood & Business Personnel
4. Teamwork

Operational Skills

1. Field Performance Skills
2. Incident Management Skills
3. Investigative Skills
4. Safety Skills
5. Facility & Equipment Maintenance

Each subcategory is rated from one of the five ratings listed below, based on established criteria definitions:

1. Unacceptable
2. Development/Improvement Needed
3. Satisfactory
4. Exceeds Requirements
5. Outstanding

Conduct on Premises Activity Report for January

ICR	Date Reported	Title	Address	Summary
17000127	01/04/17	Conduct on Premises	213 N 7 th Street	Conduct on Premises Notice Sent
17000286	01/07/17	Conduct on Premises	310 James Street	Conduct on Premises Notice Sent
17000287	01/07/17	Conduct on Premises	424 West College Drive	Conduct on Premises Notice Sent
17000395	01/10/17	Conduct on Premises	727 Walnut Street	Conduct on Premises Notice Sent
17000946	01/22/17	Conduct on Premises	623 North 5 th Street	Conduct on Premises Notice Sent

Monthly Police Activity

January	2017	2016
Calls	1377	1360
Citations (Inc. Parking)	264	197
Part I and Part II Crimes Reported	213 **	343

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

128 parking tickets were issued in the month of January with the following dispositions:

6	Dismissed
0	Business Validations
80	Paid in Full
1	Partial Payments Received
41	No Payment Received

Revenue Recapture Receipts:

To Date: \$ 28,126.46

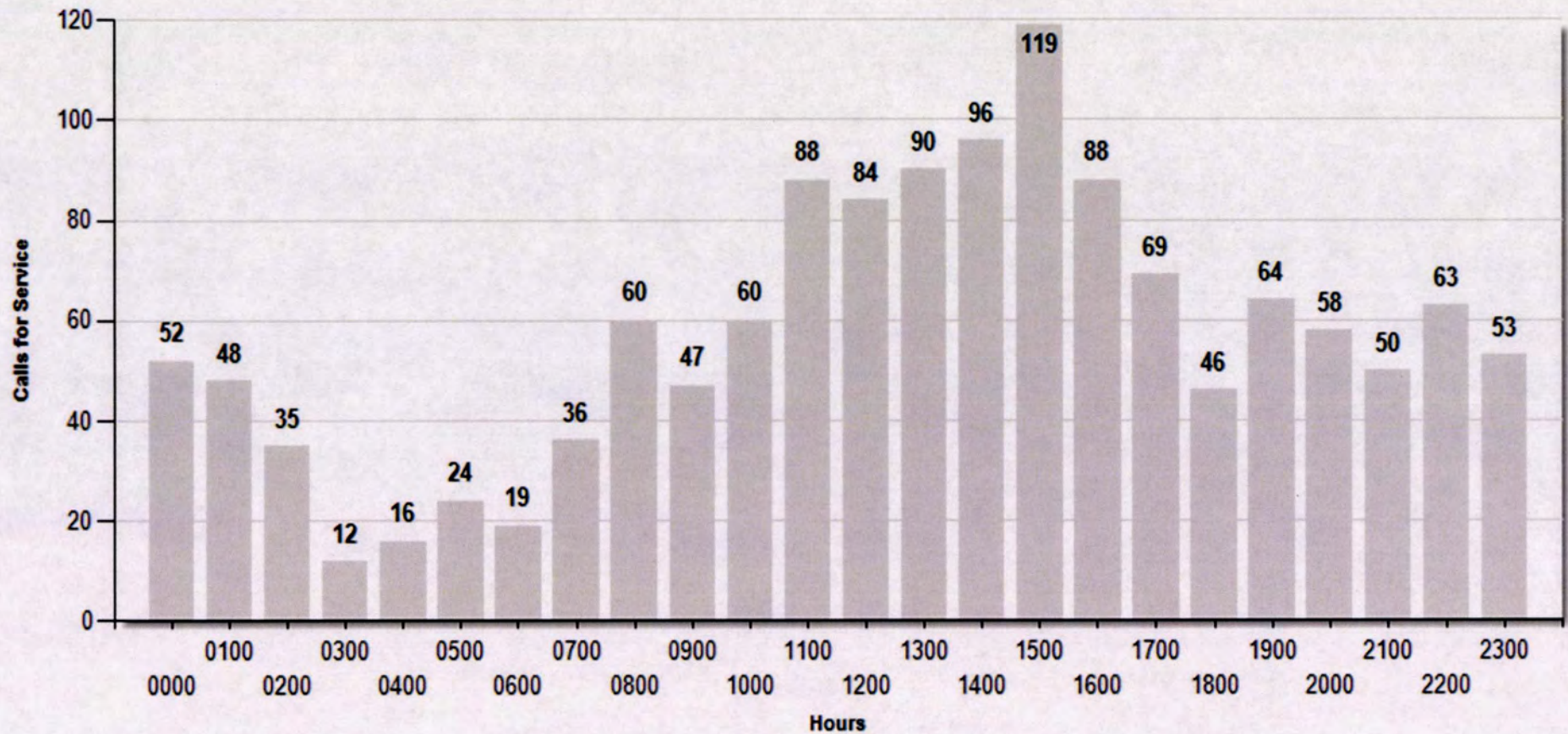
In 2017: \$ 117.00



Calls for Service Hourly

1/1/2017 to 1/31/2017

Total Calls: 1432





Brainerd City Council Agenda Request

6A
Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Annual Report from the Northland Arboretum

☒ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title): Matthew Hill, ARB Director	Estimated Time Needed: 10 minutes
Summary of Issue: Pursuant to City Charter Section 54-H, we will receive from the "Arb" an annual report which includes the current financial statement. Matthew will summarize activities of the past year and offer status reports on all other activities.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: None requested.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

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

TUESDAY, February 21, 2017
City Hall Conference Room
7:00 P.M.

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

General Fund to Airport Fund (remainder of 2017 budget) \$142,540

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained</u>
None				

2. Employee Policy Manual Amendment for Department Head Health Care Saving Plan (HCSP) Contributions
3. Revised Performance Evaluation Form
4. Request to Hire Records Management Technician
5. Police Officer Request to Hire
6. Request to Use DWI Forfeiture Funding
7. Fire Contract Formula for 2018
8. Facility Study

PACKET: 03910 02/21/17 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-246786	101-42400-2210	OPERATING SUP BATTERIES	074896	12.59
		I-247028	101-42400-2210	OPERATING SUP 2 ACE DETECTOR LEAK	074896	11.68
01-0094	BRIDGE OF HARMONY					
		I-651659	101-41940-2210	OPERATING SUP MICROPHONE FOR COUNCIL CHAMBER	074914	99.99
01-0125	CONSOLIDATED TELEPHONE					
		I-20408788	101-41800-3321	TELEPHONE 2/12/17-3/11/17 PHONE/INTERNET	074921	549.25
		I-20408788	101-41400-3321	TELEPHONE 2/12/17-3/11/17 PHONE/INTERNET	074921	7.04
		I-20408788	101-41700-3321	TELEPHONE 2/12/17-3/11/17 PHONE/INTERNET	074921	2.17
		I-20408788	101-42400-3321	TELEPHONE 2/12/17-3/11/17 PHONE/INTERNET	074921	2.93
		I-20408788	101-41910-3321	TELEPHONE 2/12/17-3/11/17 PHONE/INTERNET	074921	0.97
		I-20408788	101-41940-3321	TELEPHONE 2/12/17-3/11/17 PHONE/INTERNET	074921	78.96
01-0203	HOLDEN ELECTRIC					
		I-45873	101-41940-2220	REPAIR & MAIN REPLACE BALLAST IN OFFICE, GFI	074945	663.30
01-0204	HOLLCO INC					
		I-12320061/JAN 17	101-42400-2212	MOTOR FUELS JANUARY MOTOR FUELS	074947	147.97
01-0215	JANITORIAL SERVICES OF					
		I-414361	101-41940-3300	PROFESSIONAL JANUARY CLEANING SERVICES	074950	589.70
01-0232	LEAGUE MN CITIES INS TR					
		I-1ST & 2ND 2017	101-41110-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	31.86
		I-1ST & 2ND 2017	101-41400-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	1,346.24
		I-1ST & 2ND 2017	101-41700-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	811.66
		I-1ST & 2ND 2017	101-41800-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	477.26
		I-1ST & 2ND 2017	101-41910-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	274.70
		I-1ST & 2ND 2017	101-42400-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	641.80
		I-54925	101-41400-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	359.25
		I-54925	101-41700-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	149.85
		I-54925	101-41700-3363	INS - AUTO 4TH INSTALLMENT INSURANCE	074961	143.25
		I-54925	101-41800-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	120.33
		I-54925	101-41910-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	80.28
		I-54925	101-41940-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	26.76
		I-54925	101-42400-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	250.96
		I-54925	101-42400-3363	INS - AUTO 4TH INSTALLMENT INSURANCE	074961	132.75
		I-54925	101-49200-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	5,785.06
		I-54925	101-49200-3362	INS - PROPERT 4TH INSTALLMENT INSURANCE	074961	1,258.25
		I-54925	101-49200-3363	INS - AUTO 4TH INSTALLMENT INSURANCE	074961	174.50
		I-54925	101-49200-3365	INS - OTHER 4TH INSTALLMENT INSURANCE	074961	458.00
01-0233	LEAGUE OF MN CITIES					
		I-250042	101-41110-3330	PROFESSIONAL 2017 LEGISLATIVE CONF - PRITSC	074957	125.00
		I-250042	101-41110-3330	PROFESSIONAL 2017 LEGISLATIVE CONF - STUNEK	074957	125.00
		I-250042	101-41400-3330	PROFESSIONAL 2017 LEGISLATIVE CONF - THOREE	074957	125.00
		I-250553	101-41400-3330	PROFESSIONAL 2017 SAFETY & LOSS WRKSH - SC	074957	20.00

PACKET: 03910 02/21/17 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0243	MARCO FINANCING					
		I-323560946	101-41800-3331	LEASE PAYMENT COPIER CONTRACT 2/1-3/1	074969	848.66
01-0284	OFFICE SHOP					
		I-1019952-0	101-41940-2200	OFFICE SUPPLI 3X10 DOOR PLATE 'HUMAN RESOURC	074982	19.51
		I-1020352-0	101-41940-2200	OFFICE SUPPLI DRY ERASE MARKERS & BOARD - TR	074982	13.06
		I-1020364-0	101-41940-2210	OPERATING SUP COPY PAPER	074982	361.38
		I-1020492-0	101-41940-2200	OFFICE SUPPLI PLANNER - TIM	074982	9.49
		I-1020801-0	101-41940-2200	OFFICE SUPPLI CALCULATOR RECEIPT PAPER	074982	14.78
01-0296	BRAINERD PUBLIC UTILITI					
		I-JANUARY 2017	101-41940-3381	BPU UTILITIES 12/22/2016-12/31/16 UTILITIE	074910	661.39
		I-JANUARY 2017	101-49200-3381	BPU UTILITIES 12/22/2016-12/31/16 UTILITIE	074910	79.63
		I-JANUARY 2017	101-41940-3381	BPU UTILITIES 1/1/17-1/25/17 UTILITIES	074910	1,837.18
		I-JANUARY 2017	101-49200-3381	BPU UTILITIES 1/1/17-1/25/17 UTILITIES	074910	221.21
01-0334	U.S. BANK					
		I-4529202	101-14100	DUE FROM COMP BPU - GO IMPR BOND 2015A	074989	315.46
01-0344	WASTE PARTNERS INC					
		I-71X00399	101-41940-3380	UTILITIES JANUARY GARBAGE SERVICE	074991	70.24
01-0447	CDW GOVERNMENT, INC					
		I-GPC6405	101-41940-2200	OFFICE SUPPLI TONER FOR KRIS'S PRINTER	074916	280.48
01-0519	MN GFOA					
		I-07540	101-41400-3433	DUES & SUBSCR MEMBERSHIP RENEWAL - HILLMAN	074974	60.00
01-1217	CWC AUDITOR-TREASURER					
		I-RCPT 47957	101-20800	DUE TO OTHER REFUND CWC DEPOSIT RCPT 47957	074926	100.00
01-1437	DLT SOLUTIONS INC					
		I-4566870A	101-41700-3309	COMPUTER TECH RENEWAL AUTODESK DESIGN STE	074930	2,092.74
01-1673	KNOWLEDGENET ENTERPRISE					
		I-36241	101-41800-3330	PROFESSIONAL IT TRAINING COURSES	074953	1,000.00
01-1859	ENTERPRISE FM TRUST					
		I-FBN3180610	101-41940-3331	LEASE PAYMENT 2/1/17-2/28/17 FUSION LEASE	074933	312.37
01-1991	ARVIDSON, CHUCK					
		I-FEB 2017	101-42400-3330	PROFESSIONAL MEAL REIM ICC CONF CHASKA	074902	23.00
01-2610	MN SOCIETY'S OF CPA'S					
		I-2017	101-41400-3433	DUES & SUBSCR ANNUAL DUES - HILLMAN	074975	290.00
01-3421	JOBHQ					
		I-1815358	101-41700-3350	PRINTING/LEGA ENG TECH ADS	074951	477.00

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FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-3501	LORMAN EDUCATION SERVIC					
		I-3058021-1	101-41910-3330	PROFESSIONAL TOWER & ANTENNA LAW TRAINING	074966	199.00
				FUND 101 GENERAL FUND	TOTAL:	24,370.89

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FUND : 203 TRANSIT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0069	BRAINERD BUS LINES INC					
		I-11701A	203-49000-2212	MOTOR FUELS JANUARY '17 SERVICE	074908	7,571.18
		I-11701A	203-49000-3401	VEHICLE REPAI JANUARY '17 SERVICE	074908	4,209.24
		I-11701A	203-49000-3440	TRANSIT SERVI JANUARY '17 SERVICE	074908	57,697.50
01-0125	CONSOLIDATED TELEPHONE					
		I-20408788	203-49000-3321	TELEPHONE 2/12/17-3/11/17 PHONE/INTERNET	074921	31.52
01-0232	LEAGUE MN CITIES INS TR					
		I-1966	203-49000-3365	INS - OTHER CA 17689 - TRANSIT CLAIM	074958	1,000.00
		I-1ST & 2ND 2017	203-49000-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	231.36
		I-54925	203-49000-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	291.75
		I-54925	203-49000-3363	INS - AUTO 4TH INSTALLMENT INSURANCE	074961	5,717.75
01-1965	NORTH CENTRAL BUS SALES					
		I-527920	203-49000-2210	OPERATING SUP VAULT	074980	750.00
01-2684	BRAINERD PARKS & RECREA					
		I-1027960.002	203-49000-3340	ADVERTISING/M ADS - 1/2 PAGE IN SUMMER AD	074909	200.00
				FUND 203 TRANSIT FUND	TOTAL:	77,700.30

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FUND : 211 LIBRARY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0232	LEAGUE MN CITIES INS TR					
		I-54925	211-45500-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	33.25
		I-54925	211-45500-3362	INS - PROPERT 4TH INSTALLMENT INSURANCE	074961	831.25
		I-54925	211-45500-3365	INS - OTHER 4TH INSTALLMENT INSURANCE	074961	154.75
01-0296	BRAINERD PUBLIC UTILITI					
		I-JANUARY 2017	211-45500-3381	BPU UTILITIES 12/22/2016-12/31/16 UTILITIE	074910	418.67
		I-JANUARY 2017	211-45500-3381	BPU UTILITIES 1/1/17-1/25/17 UTILITIES	074910	1,162.99
			FUND	211 LIBRARY FUND	TOTAL:	2,600.91

PACKET: 03910 02/21/17 COUNCIL
 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-246925	225-42120-2221	SQUAD CAR REP SQD MAINT SUPPLIES	074896	4.49
01-0092	BRIAN'S WELDING					
		I-0041234	225-42120-2221	SQUAD CAR REP SQD 424 - PUSH BAR	074913	160.00
01-0125	CONSOLIDATED TELEPHONE					
		I-20408788	225-42120-3321	TELEPHONE 2/12/17-3/11/17 PHONE/INTERNET	074921	139.44
		I-20408788	225-42120-3309	COMPUTER TECH 2/12/17-3/11/17 PHONE/INTERNET	074921	26.25
		I-20408788	225-42220-3321	TELEPHONE 2/12/17-3/11/17 PHONE/INTERNET	074921	28.76
01-0177	FIRST IMPRESSION PRINTI					
		I-66849	225-42120-2200	OFFICE SUPPLI BRD PD BUSINESS CARDS	074937	35.00
01-0199	HANNAHS, DONALD C. JR.					
		I-FEBRUARY 2017	225-42700-3300	PROFESSIONAL FEBRUARY 2017 ANIMAL SERVICE	074942	1,360.60
01-0200	HEARTLAND ANIMAL RESCUE					
		I-JANUARY 2017	225-42700-3300	PROFESSIONAL JANUARY 2017 MONTHLY FEE	074943	1,698.75
		I-JANUARY 2017	225-42700-3430	MISCELLANEOUS JANUARY 2017 BOARDING	074943	741.00
01-0204	HOLLCO INC					
		I-12320052/JAN 17	225-42220-2212	MOTOR FUELS JANUARY MOTOR FUELS	074947	246.56
01-0209	HEARTLAND TIRE INC.					
		I-0000071796	225-42120-2221	SQUAD CAR REP SQD 418 - FRONT END ALIGNMENT	074944	86.39
01-0232	LEAGUE MN CITIES INS TR					
		I-1ST & 2ND 2017	225-42120-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	38,921.48
		I-1ST & 2ND 2017	225-42220-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	5,842.74
		I-1ST & 2ND 2017	225-42225-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	25,023.42
		I-54925	225-42120-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	13,226.25
		I-54925	225-42120-3362	INS - PROPERT 4TH INSTALLMENT INSURANCE	074961	443.25
		I-54925	225-42120-3363	INS - AUTO 4TH INSTALLMENT INSURANCE	074961	1,794.50
		I-54925	225-42120-3365	INS - OTHER 4TH INSTALLMENT INSURANCE	074961	172.50
		I-54925	225-42220-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	449.75
		I-54925	225-42220-3362	INS - PROPERT 4TH INSTALLMENT INSURANCE	074961	456.25
		I-54925	225-42220-3363	INS - AUTO 4TH INSTALLMENT INSURANCE	074961	4,091.50
		I-54925	225-42220-3365	INS - OTHER 4TH INSTALLMENT INSURANCE	074961	362.00
01-0244	MARTIN COMMUNICATIONS I					
		I-44991	225-42120-2220	REPAIR & MAIN PORTABLE RADIO REPAIR	074970	78.33
		I-44993	225-42120-2220	REPAIR & MAIN PORTABLE RADIO REPAIR	074970	78.33
		I-44993	225-42120-2220	REPAIR & MAIN PORTABLE RADIO BATTERY	074970	270.00
01-0296	BRAINERD PUBLIC UTILITI					
		I-JANUARY 2017	225-42120-3381	BPU UTILITIES 12/22/2016-12/31/16 UTILITIE	074910	950.80
		I-JANUARY 2017	225-42220-3381	BPU UTILITIES 12/22/2016-12/31/16 UTILITIE	074910	1,214.93
		I-JANUARY 2017	225-42120-3381	BPU UTILITIES 1/1/17-1/25/17 UTILITIES	074910	2,641.12

PACKET: 03910 02/21/17 COUNCIL
 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0296	BRAINERD PUBLIC UTILITI	continued				
		I-JANUARY 2017	225-42220-3381	BPU UTILITIES 1/1/17-1/25/17 UTILITIES	074910	3,374.80
01-0322	STREICHERS PROF EQUIP					
		I-I1246597	225-42131-2210	OPERATING SUP TRAINING AMMUNITION	074987	1,000.00
		I-I1246597	225-42120-3330	PROFESSIONAL TRAINING AMMUNITION	074987	1,959.20
01-0344	WASTE PARTNERS INC					
		I-71X00398	225-42220-3380	UTILITIES JANUARY GARBAGE SERVICE	074991	81.90
		I-71X00703	225-42120-3380	UTILITIES JANUARY GARBAGE SERVICE	074991	91.23
01-0427	NISSWA POLICE DEPT					
		I-4TH QTR 2016	225-20800	DUE TO OTHER TZD OCT-DEC 2016	074979	202.87
01-0599	MN COUNTY ATTORNEY ASSN					
		I-200002493	225-42120-2200	OFFICE SUPPLI FORFEITURE FORMS & PROP RCPTS	074972	176.00
01-0745	BATTERIES PLUS					
		I-035-324564	225-42220-2210	OPERATING SUP 3.6 V BATTERIES	074904	29.90
		I-035-325006	225-42220-2210	OPERATING SUP 3.6 V BATTERIES	074904	29.90
01-0841	SUPERIOR DIVING REPAIR,					
		I-4860	225-42220-2210	OPERATING SUP MUSTANG SUIT REPAIR	074988	85.00
01-1090	LAKELAND VETERINARY HOS					
		I-02/03/2017	225-42128-3430	MISC - K9 PRO VETERINARY SERVICES	074955	109.55
01-1156	CWC SHERIFF					
		I-4TH QTR 2016	225-20800	DUE TO OTHER TZD OCT-DEC 2016	074927	2,019.00
01-1159	WINNERS TROPHY					
		I-8569	225-42700-3430	MISCELLANEOUS SILVER "S" HOOKS FOR DOG TAGS	074993	80.95
01-1217	CWC AUDITOR-TREASURER					
		I-841	225-33600	REVENUE FROM DRUG TASK FORCE	074926	1,021.89
		I-841	225-42129-2210	OPERATING SUP DRUG TASK FORCE	074926	745.12
01-1343	CHARTER COMMUNICATIONS					
		I-FEB-MAR 2017	225-42220-3380	UTILITIES FEB-MAR 2017 MAIN STATION TV	074918	7.35
01-1482	MN ST COMM & TECH COLLE					
		I-02062017	225-42220-3330	PROFESSIONAL TRAINING - COX	074976	120.00
01-1512	KIRVIDA FIRE INC					
		I-6058	225-42220-2220	REPAIR & MAIN T4 SEAL KIT	074952	174.30
01-1688	CUSTOM FIRE APPARATUS I					
		I-0017442-IN	225-42220-2220	REPAIR & MAIN E3 REPAIR	074925	28,915.54

PACKET: 03910 02/21/17 COUNCIL
 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1697	CITY OF ANNANDALE	I-001	225-42120-3330	PROFESSIONAL 717 - HGH RISK WAR TRAINING	074919	275.00
01-1753	MARCO	I-INV4024978	225-42120-3309	COMPUTER TECH PRINTER MAINT CONTRACT	074968	43.72
01-1815	F.I.R.E. CROSSLAKE	I-2203	225-42220-3330	PROFESSIONAL GAS DETECTORS/AIR MONITORING	074935	550.00
		I-2222	225-42220-3330	PROFESSIONAL EMT - NORWOOD	074935	1,250.00
01-1856	EMERGENCY AUTOMOTIVE TE	I-DL013117-21	225-42220-2210	OPERATING SUP LED LIGHTS	074932	193.72
01-1859	ENTERPRISE FM TRUST	I-FBN3180610	225-42220-3331	LEASE PAYMENT 2/1/17-2/28/17 UTILITY INTERCE	074933	482.31
01-2068	BAXTER POLICE DEPARTMEN	I-4TH QTR 2016	225-20800	DUE TO OTHER TZD OCT-DEC 2016	074905	3,255.51
01-2069	CROSBY POLICE DEPARTMEN	I-4TH QTR 2016	225-20800	DUE TO OTHER TZD OCT-DEC 2016	074923	498.91
01-2072	BREEZY POINT POLICE DEP	I-4TH QTR 2016	225-20800	DUE TO OTHER TZD OCT-DEC 2016	074912	385.07
01-2073	PEQUOT LAKES POLICE DEP	I-4TH QTR 2016	225-20800	DUE TO OTHER TZD OCT-DEC 2016	074983	1,092.17
01-2074	DEERWOOD POLICE DEPARTM	I-4TH QTR 2016	225-20800	DUE TO OTHER TZD OCT-DEC 2016	074928	225.48
01-2075	CROSSLAKE POLICE DEPART	I-4TH QTR 2016	225-20800	DUE TO OTHER TZD OCT-DEC 2016	074924	825.28
01-2137	O'REILLY AUTOMOTIVE STO	I-1647-184174	225-42120-2221	SQUAD CAR REP WIPER FLUID	074981	13.47
01-2177	HOLIDAY CREDIT OFFICE	C-JANUARY 2017	225-42120-2212	MOTOR FUELS CREDITS/REBATES JANUARY 2017	074946	281.46-
		C-JANUARY 2017	225-42220-2212	MOTOR FUELS CREDITS/REBATES JANUARY 2017	074946	35.20-
		I-JAN 17 FD	225-42220-2212	MOTOR FUELS JANUARY MOTOR FUELS	074946	378.17
		I-JAN 17 PD	225-42120-2212	MOTOR FUELS JANUARY MOTOR FUELS	074946	3,098.11
01-2589	STAPLES ADVANTAGE	I-3328903174	225-42120-2200	OFFICE SUPPLI KEYBOARD	074986	50.99
01-2705	AITKIN POLICE DEPARTMEN	I-4TH QTR 2016	225-20800	DUE TO OTHER TZD OCT-DEC 2016	074899	248.26

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PACKET: 03910 02/21/17 COUNCIL
VENDOR SET: 01
FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2902	ADVANCE AUTO PARTS					
		I-6574703814203	225-42120-2221	SQUAD CAR REP SQD 441 - WIPER BLADES	074898	27.98
01-3168	MOTORS-N-MORE					
		I-24859	225-42120-2221	SQUAD CAR REP SQD 418 - BRAKE PADS/ROTORS	074977	734.11
		I-24861	225-42120-2221	SQUAD CAR REP SQD 422 - OIL CHANGE	074977	23.00
		I-24867	225-42120-2221	SQUAD CAR REP SQD 418 - OIL CHANGE	074977	23.00
01-3199	FLEET ONE LLC					
		I-JAN 17 PD	225-42220-2212	MOTOR FUELS JANUARY MOTOR FUELS	074938	134.95
		I-JAN 17 PD▲	225-42120-2212	MOTOR FUELS JANUARY MOTOR FUELS	074938	754.31
01-3202	INNOVATIVE OFFICE SOLUT					
		I-IN1490716	225-42120-2210	OPERATING SUP DVD-R	074949	44.80
		I-IN1500001	225-42120-2221	SQUAD CAR REP SQD MAINT SUPPLIES	074949	15.50
		I-IN1503796	225-42120-2210	OPERATING SUP EVIDENCE SHIPPING SUPPLIES	074949	41.38
01-3239	ATHMAN, JUSTIN					
		I-TRAVREIM-2/17	225-42120-3330	PROFESSIONAL 717 - MILEAGE HGH RISK WAR TRN	074903	138.57
01-3320	ESSENTIA HEALTH					
		I-02/01/17	225-42225-3300	PROFESSIONAL 2 POC HEP B VACCINES	074934	132.00
01-3421	JOBSHQ					
		I-1815358	225-42120-3350	PRINTING/LEGA POLICE OFFICER ADS	074951	821.00
				FUND 225 PUBLIC SAFETY FUND	TOTAL:	156,209.00

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REGULAR DEPARTMENT PAYMENT REGISTER

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PACKET: 03910 02/21/17 COUNCIL

VENDOR SET: 01

FUND : 227 RECYCLING FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0344	WASTE PARTNERS INC					
		I-71X00401	227-43230-3430	MISCELLANEOUS JANUARY WASTE OIL	074991	54.99
01-1286	EAST SIDE OIL COMPANY					
		I-R66481	227-43230-3428	USED OIL RECY 2/8/17 FILTER & ANTI-FREEZE RE	074931	100.00
			FUND	227 RECYCLING FUND	TOTAL:	154.99

PACKET: 03910 02/21/17 COUNCIL

VENDOR SET: 01

FUND : 230 PARK & RECREATION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0027	WEX BANK	I-48507086	230-45200-2212	MOTOR FUELS JANUARY MOTOR FUELS	000113	271.03
01-0125	CONSOLIDATED TELEPHONE	I-20412787	230-45200-3321	TELEPHONE PHONE/INTERNET 2/12-3/11	074921	129.51
01-0193	GOODIN COMPANY	I-06483079-00	230-45200-2220	REPAIR & MAIN EMERGENCY PIPE REPAIR KITS	074939	66.96
01-0203	HOLDEN ELECTRIC	I-45869	230-45200-2220	REPAIR & MAIN KEYED SWITCH FOR ICE RINK	074945	68.15
01-0232	LEAGUE MN CITIES INS TR	I-1ST & 2ND 2017	230-45200-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	10,716.02
		I-54925	230-45200-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	660.25
		I-54925	230-45200-3362	INS - PROPERT 4TH INSTALLMENT INSURANCE	074961	679.00
		I-54925	230-45200-3363	INS - AUTO 4TH INSTALLMENT INSURANCE	074961	455.75
		I-54925	230-45200-3365	INS - OTHER 4TH INSTALLMENT INSURANCE	074961	279.75
01-0296	BRAINERD PUBLIC UTILITI	I-JANUARY 2017	230-45200-3381	BPU UTILITIES 12/22/2016-12/31/16 UTILITIE	074910	1,014.96
		I-JANUARY 2017	230-45200-3381	BPU UTILITIES 1/1/17-1/25/17 UTILITIES	074910	2,819.33
01-0344	WASTE PARTNERS INC	I-71X00702	230-45200-3380	UTILITIES JANUARY GARBAGE SERVICE	074991	442.20
01-0889	MENARDS - BAXTER	I-44067	230-45200-2210	OPERATING SUP VOLLEYBALL PROGRAM SUPPLIES	074971	184.10
01-1369	ACTIVE NETWORK	I-1000119381	230-45200-3309	COMPUTER TECH SOFTWARE 10/1/16-12/31/16	074897	1,000.00
01-1859	ENTERPRISE FM TRUST	I-FBN3180610	230-45200-3331	LEASE PAYMENT 2/1/17-2/28/17 EQUINOX LEASE	074933	392.03
01-2106	BSN SPORTS, LLC	I-98710297	230-45208-2210	OPERATING SUP DOUBLE FIRST BASE	074915	273.09
		I-98710297	230-45215-2210	OPERATING SUP BASE SETS, PITCHING RUBBER	074915	1,122.83
01-2177	HOLIDAY CREDIT OFFICE	C-JANUARY 2017	230-45200-2212	MOTOR FUELS CREDITS/REBATES JANUARY 2017	074946	43.23-
		I-JAN 17 PK	230-45200-2212	MOTOR FUELS JANUARY MOTOR FUELS	074946	456.44
01-2377	GRANITE ELECTRONICS	I-153003564-1	230-45200-2210	OPERATING SUP REPLACE CHANNEL SWITCH COMM RA	074940	330.69
01-3199	FLEET ONE LLC	I-JAN 17 PK	230-45200-2212	MOTOR FUELS JANUARY MOTOR FUELS	074938	133.68

FUND 230 PARK & RECREATION FUND TOTAL: 21,452.54

PACKET: 03910 02/21/17 COUNCIL
 VENDOR SET: 01
 FUND : 235 STREET & SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE	I-246721	235-43100-2220	REPAIR & MAIN SPRAY PAINT	074896	7.18
01-0039	AMERIPRIDE LINEN SERVIC	I-2200879162	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	074901	92.14
		I-2200881660	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	074901	103.40
01-0064	BOYER TRUCKS	I-1123269X1	235-43100-2220	REPAIR & MAIN COVER	074907	41.64
01-0125	CONSOLIDATED TELEPHONE	I-20413261	235-43100-3321	TELEPHONE 2/12-3/11 PHONE/INTERNET	074921	109.08
01-0170	FASTENAL COMPANY	I-MNBAX203292	235-43100-2220	REPAIR & MAIN 3/8 G70 CHAIN	074936	48.86
01-0204	HOLLCO INC	I-12320008/JAN 17	235-43125-2212	MOTOR FUELS JANUARY MOTOR FUELS	074947	1,006.51
01-0223	L & M STEEL	I-15998	235-43100-2220	REPAIR & MAIN TUBING	074954	10.98
01-0232	LEAGUE MN CITIES INS TR	I-1ST & 2ND 2017	235-43100-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	13,044.64
		I-54925	235-43100-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	3,278.28
		I-54925	235-43100-3362	INS - PROPERT 4TH INSTALLMENT INSURANCE	074961	291.90
		I-54925	235-43100-3363	INS - AUTO 4TH INSTALLMENT INSURANCE	074961	1,049.30
		I-54925	235-43100-3365	INS - OTHER 4TH INSTALLMENT INSURANCE	074961	1,050.35
01-0235	LITTLE FALLS MACHINE IN	I-00059802	235-43100-2220	REPAIR & MAIN LEG, HANGER	074956	137.86
01-0237	LOCATORS - SUPPLIES INC	I-0252778-IN	235-43100-2210	OPERATING SUP 20 SAFETY VESTS	074965	200.77
01-0239	MACQUEEN EQUIPMENT INC	I-P03775	235-43125-2220	REPAIR & MAIN 21 POLY BROOMS, 20 WIRE BROOMS	074967	469.33
01-0273	NAPA AUTO PARTS	I-027391	235-43100-2220	REPAIR & MAIN DRAG LINK	074978	64.97
01-0296	BRAINERD PUBLIC UTILITI	I-JANUARY 2017	235-43100-3381	BPU UTILITIES 12/22/2016-12/31/16 UTILITIE	074910	5,533.30
		I-JANUARY 2017	235-43100-3381	BPU UTILITIES 1/1/17-1/25/17 UTILITIES	074910	15,370.26
01-0344	WASTE PARTNERS INC	I-71X00397	235-43100-3380	UTILITIES JANUARY GARBAGE SERVICE	074991	81.90
01-0354	ZIEGLER, INC					

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PACKET: 03910 02/21/17 COUNCIL
VENDOR SET: 01
FUND : 235 STREET & SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0354	ZIEGLER, INC	continued				
		C-PR190006310	235-43100-2220	REPAIR & MAIN SHROUD LH RETURNED	074995	144.75-
		I-PC190063804	235-43100-2220	REPAIR & MAIN LUBE FILTER	074995	33.68
		I-PC190063877	235-43100-2220	REPAIR & MAIN SHROUD LH	074995	144.75
		I-PC190063878	235-43100-2220	REPAIR & MAIN ZIEGLER SOS 12-PK	074995	163.20
		I-PC190063956	235-43100-2220	REPAIR & MAIN SHROUD A (#114)	074995	404.42
		I-PC190063957	235-43100-2220	REPAIR & MAIN 2 FILTER ASSEMBLIES	074995	49.56
01-1333	CHAMBERLAIN OIL COMPANY					
		I-172379	235-43100-2212	MOTOR FUELS 1 DRUM PURUS 15W-40	074917	431.95
01-1451	SPILMAN, NEAL					
		I-340572	235-43100-2220	REPAIR & MAIN 2 ULTRA SUPREME	074985	261.60
01-1859	ENTERPRISE FM TRUST					
		I-FBN3180610	235-43100-3331	LEASE PAYMENT 2/1/17-2/28/17 CHEV SILVERADO	074933	731.91
01-2328	GREENHECK AUTO GLASS LL					
		I-19590	235-43100-2220	REPAIR & MAIN WINDSHIELD REPLACE '05 STERLIN	074941	204.69
01-2377	GRANITE ELECTRONICS					
		I-153003426-1	235-43100-2220	REPAIR & MAIN RADIO REPAIR - DISPLAY MODULE	074940	380.84
01-2438	WINTER EQUIPMENT COMPAN					
		I-IV32720	235-43125-2220	REPAIR & MAIN ROADMAXX SYSTEM, PLOW GUARD	074994	4,446.93
01-2846	AMERICAN WELDING-GAS IN					
		I-04597182	235-43100-2220	REPAIR & MAIN 2 WELD MATS	074900	23.50
01-2902	ADVANCE AUTO PARTS					
		I-6574703382191	235-43100-2220	REPAIR & MAIN TRAILER LIGHT	074898	13.50
		I-6574703477435	235-43100-2220	REPAIR & MAIN HYDRAULIC FLUID	074898	5.46
01-3199	FLEET ONE LLC					
		I-JAN 17 ENG	235-43125-2212	MOTOR FUELS JANUARY MOTOR FUELS	074938	3,391.36
				FUND 235 STREET & SEWER FUND	TOTAL:	52,535.25

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FUND : 236 PARKING LOT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0296	BRAINERD PUBLIC UTILITI					
		I-JANUARY 2017	236-43180-3381	BPU UTILITIES 12/22/2016-12/31/16 UTILITIE	074910	9.53
		I-JANUARY 2017	236-43180-3381	BPU UTILITIES 1/1/17-1/25/17 UTILITIES	074910	26.47
				FUND 236 PARKING LOT FUND	TOTAL:	36.00

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PACKET: 03910 02/21/17 COUNCIL
VENDOR SET: 01
FUND : 237 SANITARY SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0232	LEAGUE MN CITIES INS TR					
		I-1ST & 2ND 2017	237-43190-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	5,079.08
		I-54925	237-43190-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	936.65
		I-54925	237-43190-3362	INS - PROPERT 4TH INSTALLMENT INSURANCE	074961	83.40
		I-54925	237-43190-3363	INS - AUTO 4TH INSTALLMENT INSURANCE	074961	299.80
		I-54925	237-43190-3365	INS - OTHER 4TH INSTALLMENT INSURANCE	074961	300.10
01-2902	ADVANCE AUTO PARTS					
		I-6574703482239	237-43190-2220	REPAIR & MAIN 2 OIL FILTERS	074898	4.06
01-3199	FLEET ONE LLC					
		I-JAN 17 ENG	237-43190-2212	MOTOR FUELS JANUARY MOTOR FUELS	074938	519.24
				FUND 237 SANITARY SEWER FUND	TOTAL:	7,222.33

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FUND : 238 STORM SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-247092	238-43160-2220	REPAIR & MAIN PRECUT PIPE, LABOR, NIPPLE, ME	074896	28.99
01-0232	LEAGUE MN CITIES INS TR					
		I-1ST & 2ND 2017	238-43160-1150	WORKERS COMP 2016 - 1ST & 2ND QTR WORK COMP	074959	1,779.96
		I-54925	238-43160-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	468.33
		I-54925	238-43160-3362	INS - PROPERT 4TH INSTALLMENT INSURANCE	074961	41.70
		I-54925	238-43160-3363	INS - AUTO 4TH INSTALLMENT INSURANCE	074961	149.90
		I-54925	238-43160-3365	INS - OTHER 4TH INSTALLMENT INSURANCE	074961	150.05
01-2487	RAILROAD MANAGEMENT COM					
		I-340824	238-43160-3430	MISCELLANEOUS 18 IN STORM SEWER PIPELINE CRO	074984	194.55
				FUND 238 STORM SEWER FUND	TOTAL:	2,813.48

PACKET: 03910 02/21/17 COUNCIL

VENDOR SET: 01

FUND : 250 HYDRANT RENT & EL CURRENT

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD					
		I-JAN ELEC 2017	250-49042-3466	BPU COSTS DIS JANUARY 2017 ELEC SALES	074920	63,227.38
				FUND 250 HYDRANT RENT & EL CURRENT	TOTAL:	63,227.38

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PACKET: 03910 02/21/17 COUNCIL

VENDOR SET: 01

FUND : 251 LOCAL OPTION SALES TAX

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0296	BRAINERD PUBLIC UTILITI					
		I-TAX FEB 2017	251-49360-3467	REMIT LOCAL S LOCAL USE TAX REMITTANCE	074910	94,049.82
				FUND 251 LOCAL OPTION SALES TAX TOTAL:		94,049.82

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REGULAR DEPARTMENT PAYMENT REGISTER

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PACKET: 03910 02/21/17 COUNCIL

VENDOR SET: 01

FUND : 260 AIRPORT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0232	LEAGUE MN CITIES INS TR					
		I-54925	260-49020-3365	INS - OTHER 4TH INSTALLMENT INSURANCE	074961	125.00
01-3320	ESSENTIA HEALTH					
		I-02/01/17	260-49020-3324	SAFETY TRAINI 1 HEP B VACCINE & 1 DRUG/ALCOH	074934	116.00
			FUND	260 AIRPORT FUND	TOTAL:	241.00

PACKET: 03910 02/21/17 COUNCIL

VENDOR SET: 01

FUND : 295 EDA FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0232	LEAGUE MN CITIES INS TR	I-54925	295-46510-3361	INS - GENERAL 4TH INSTALLMENT INSURANCE	074961	25.50
01-0770	INITIATIVE FOUNDATION	I-9550	295-46510-3435	BOOKS/PAMPHLE 2017 ENDOWMENT	074948	5,350.00
			FUND	295 EDA FUND	TOTAL:	5,375.50

PACKET: 03910 02/21/17 COUNCIL

VENDOR SET: 01

FUND : 315 SINKING 315 15A GO FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0334	U.S. BANK					
		I-4529202	315-47940-6620	PAYING AGENT GO IMPR BOND 2015A	074989	134.54
				FUND 315 SINKING 315 15A GO FUND TOTAL:		134.54

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FUND : 400 CAPITAL PROJECTS FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0447	CDW GOVERNMENT, INC					
		I-GRX0821	400-49050-5530	CAPITAL - OTH SERVER UPGRADE	074916	248.56
01-1573	DELL MARKETING LP					
		I-10143741542	400-49050-5530	CAPITAL - OTH SERVER UPGRADE - MEMORY (RAM)	074929	1,121.96
01-3201	BAYCOM INC					
		I-EQUIPINV_006273	400-49050-5530	CAPITAL - OTH SQD 425 - NEW SQD BUILDUP	074906	3,429.00
				FUND 400 CAPITAL PROJECTS FUND	TOTAL:	4,799.52

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REGULAR DEPARTMENT PAYMENT REGISTER

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PACKET: 03910 02/21/17 COUNCIL
VENDOR SET: 01
FUND : 401 CONSTRUCTION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0204	HOLLOCO INC					
		I-12320061/JAN 17	401-49030-2212	MOTOR FUELS JANUARY MOTOR FUELS	074947	71.15
01-0344	WASTE PARTNERS INC					
		I-71X00400	401-41003-3300	PROFESSIONAL JANUARY GARBAGE SERVICE	074991	133.38
01-2833	MN DEPT TRANSPORTATION					
		I-P00007722	401-41611-3300	PROFESSIONAL BRIDGE INSPECTION MISC TRAVEL	074973	14.49
01-2924	VERIZON WIRELESS					
		I-9779195996	401-49030-3321	TELEPHONE DATA PLAN GPS 1/24-2/23	074990	35.01
			FUND 401	CONSTRUCTION FUND	TOTAL:	254.03
				REPORT GRAND TOTAL:		513,177.48

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

GABE JOHNSON

SUE HILGART

KEVIN STUNEK



Brainerd City Council Agenda Request

P → F
2

Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Employee Policy Manual Amendment for Health Care Savings Plan

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Kris Schubert	Department: Administration/HR
Presenter (Name & Title): HR Coordinator Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: On January 3, 2017 Staff presented, and the Council approved, an Employee Policy Manual amendment relative to changing the Health Care Savings Plan (HCSP) contributions for Department Heads and Supervisors. When Staff submitted the proposed change to the Minnesota State Retirement System (MSRS) for review, MSRS denied the Department Head portion of the change. MSRS stated they were concerned that there were only three steps and the first step included all employees with 0 - 20 years of service. Their concern was this language could jeopardize the integrity of the MSRS HCSP if reviewed during an IRS compliance audit as it could be deemed to only benefit a limited number of employees. The Department Heads since reviewed and are proposing revised contribution steps and percentages (see attachment). This new language was submitted to MSRS for preliminary approval and they have stated they will approve this language.	
Alternatives, Options, Effects on Others/Comments: The MN State Retirement System (MSRS) operates this HCSP for our employees. IRS regulations allow this plan which utilizes tax-free contributions and disbursements when used for post-employment qualified medical expenses. Since contributions are free from payroll tax, participation in this plan is a benefit to both the employee and employer. The catch is that all employees within each group must agree to the contributions, cannot select personal elections, and the language must remain in effect for a minimum of two years.	
Recommended Action/Motion: Motion to approve an amendment for Section 16 of the Employee Policy Manual relative to the Post Employment Health Care Savings Plan (HCSP) for the City Administrator and Department Heads as presented in the attachment.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u> Contributions authorized by this amendment and made by employees and/or the employer result in payroll tax savings.	

SECTION 16. POST EMPLOYMENT HEALTH CARE SAVINGS PLAN (HCSP)
(Amended: 12/15/03, 5/18/09, 7/6/10, & 5/21/12, 1/3/17)

The City Administrator, Department Heads, and Non-Contract Supervisors are eligible to participate in the Minnesota Health Care Savings Plan, which allows employees to save money on a pre-tax basis to pay medical expenses and/or health insurance premiums after termination of public service. Employees will be able to choose among several different investment options provided by the State Board of Investment. Assets in the program will accumulate tax-free. This plan is pursuant to the Minnesota Statutes 352.98.

All funds collected by the employer on behalf of the employee will be deposited into the employee's health care savings plan account as follows:

1. City Administrator and Department Heads:

- a) Employees eligible for severance pay as outlined in Section 28 of the City Employee Policy Manual will contribute 100% of their severance pay into the Plan.
- ~~b) Employees with 0 to 20 years of service will contribute 2% of gross pay each payroll period.
Employees with 20 to 25 years of service will contribute 5% of gross pay each payroll period.
Employees with 25+ years of service will contribute 15% of gross pay each payroll period.~~
- b) Employees with 0 to 10 years of service will contribute 1% of gross pay each payroll period.
Employees with 10 to 20 years of service will contribute 2% of gross pay each payroll period.
Employees with 20 to 30 years of service will contribute 7% of gross pay each payroll period.
Employees with 30+ years of service will contribute 15% of gross pay each payroll period.
- c) 50% of sick leave accrual over 960 hours, will on a calendar year basis, be paid by the Employer into the employee's health care savings plan. It is understood that any sick leave used throughout the year will be deducted from the 960 hour balance and that the employee must then earn back to the 960 hours before any hours are accumulated for purposes of the Health Care Savings Plan contribution.
- d) Employees will contribute 100% of their accumulated vacation at retirement into the Plan.



Brainerd City Council Agenda Request

PdF 3
Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Revised Performance Evaluation Form

☒ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Kris Schubert	Department: Administration/HR
Presenter (Name & Title): HR Coordinator Kris Schubert	Estimated Time Needed: 2 minutes
Summary of Issue: Last year Management Staff participated in Continuous Improvement training. One of the objectives discussed by Management Staff was to simplify our Performance Evaluation process/form. Attached is our revised performance evaluation form that Staff will be utilizing in the next couple of weeks for the 2016 evaluation period.	
Alternatives, Options, Effects on Others/Comments: The primary goal of conducting performance reviews is to give supervisors and employees an opportunity to sit down together at least once a year to discuss what is going well, what isn't - including possible areas for improvement, and to help determine goals going forward. Our previous evaluation form was eight pages long. By reducing the form to two pages, we expect to achieve the primary goal while reducing staff time to complete and eliminate the expense/waste of unnecessary paper for future reviews. HR will be requesting feedback from supervisory staff after the process to determine if future form modifications should be implemented.	
Recommended Action/Motion: No action is needed by the Council at this time. The purpose of this discussion is to make you aware that Staff will be changing our Performance Evaluation process/form going forward.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No Please Explain:	

City of Brainerd/BPU Performance Evaluation

Employee Name: _____ Position: _____

Date of Evaluation: _____ Timeframe: _____ through _____

Make an "X" in the appropriate box/column for each category. When using EXCEEDS and NEEDS IMPROVEMENT, please explain why or provide examples under comments. When using NEEDS IMPROVEMENTS please explain what actions are or will be taken to correct. When appropriate or if desired, the supervisor can include their comments in the COMMENTS column, on the backside of this form, or on additional pages.	Exceeds Requirements	Meets Requirements	Needs Improvement	Does Not Apply	Comments
1. Attendance/Punctuality					
2. Attitude					
3. Professionalism					
4. Productivity – Quality/Quantity					
5. Ability to Organize					
6. Meets project deadlines					
7. Ability to Work with all Staff					
8. Ability to Work with Public					
9. Ability to Follow Instructions					
10. Communication Skills					
11. Training/Leadership Abilities					
12. Cooperative Abilities: Fairness and Impartiality					

Completion of Goals for the past year (To be completed by Supervisor): (List goal with comments on timeliness, thoroughness and quality. If the goal could not be met or was changed through no fault of the employee, indicate the reason.)

Goals for the upcoming year (To be completed by Supervisor): (Please list *specific, measurable goals* with time lines for completion.)

Supervisor Comments:

Employee's Comments:

Employee's Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

City Administrator or Department Head Signature: _____ Date: _____

HR Review by: _____ on _____



Brainerd City Council Agenda Request

P & F
4

Agenda Item #

Requested Meeting Date: February 21st, 2017

Title of Item: Request to Hire Records Management Technician

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 3 MINUTES
Summary of Issue: On February 6th, the City Council accepted the resignation of Records Management Technician Kelly Ruff effective February 17th, 2017. A CSO has shown interest in the position. We are requesting authorization to post for the position internally within the City Departments in accordance with guidelines set forth by HR and select a person with a projected starting date of March 1st, 2017.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize the internal posting for the vacant Records Management Technician and to fill the position with a selected candidate to begin on March 1st, or immediately thereafter, contingent on meeting preemployment screening requirements.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> This is a budgeted position within the department's current budget.	



Brainerd City Council Agenda Request

P & F 5
Agenda Item #

Requested Meeting Date: February 21st, 2017

Title of Item: Police Officer Request to Hire

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 5 MINUTES
Summary of Issue: We have two vacant police officer positions. We completed the process of establishing a new Police Officer Eligibility List. The Civil Service Commission met on February 21st, and certified the top three candidates on the new eligibility list. We are requesting authorization to make conditional job offers to two of the candidates, dependent on successful completing of preemployment screening requirements, with tentative starting dates of March 20th, or as soon as possible thereafter.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize making conditional job offers to the next two available police officer candidates contingent on successful completion of the preemployment screening process, with a starting date of March 20th, or shortly thereafter.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> This is a budgeted position within the department's current budget and pre-employment screening costs are also covered in the Police Department 2017 budget.	



Brainerd City Council Agenda Request

P & F
6

Agenda Item #

Requested Meeting Date: February 21st, 2017

Title of Item: Request to Use DWI Forfeiture Funding

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 2 MINUTES
Summary of Issue: We are requesting authorization to utilize not more than \$5800 of DWI Forfeiture funding to upgrade a squad car video recording system. This will be the last car to convert to our new system. At the direction of the IT department, we have re-purposed our old squad video server and it will be difficult for us to support the old system. We will be ordering two new systems for this years new squad cars and would like to add this third camera to that order and have the installation occur when our installer is here for the build-up of the new squad cars. The current balance in the DWI Forfeiture Fund is about \$30,444.65.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize the use of not more than \$5800 of DWI Forfeiture Funds to upgrade the in-squad video system in Squad 416.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>Approx \$5800</u> Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

P&F
7
Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Fire Contract Formulas for 2018

☒ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 3 minutes
Summary of Issue: Each year at this time, staff prepares the proposed fire contract calculation for the following year. This information is used by the Townships that contract with Brainerd for fire service at their annual meetings in March, at which time they discuss their levy for 2018. This data will also be used by the City of Baxter and the City of Brainerd when we set our 2018 levy and budgets this fall.	
Alternatives, Options, Effects on Others/Comments: The attached calculation was provided and explained at the February 13, 2017 FAB meeting and follows the same formula as previous years. The factors used to allocate the costs payable in 2018 are: the 5 year average runs from 2012-2016; population is based on 2015 estimates, the most recent information available per the state demographer's website; 2016 estimated taxable market value payable in 2017; 2016 value of exempt buildings (updated by the County every 6 years).	
Recommended Action/Motion: Informational, no action needed.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

CITY OF BRAINERD FIRE SERVICE DISTRICTS - PAYMENT CALCULATION FOR 2018 ASSESSMENT

2017 FIRE DEPT BUDGET, INCLUDING PAID ON-CALL AND PENSION	\$883,233
CAPITAL EQUIPMENT FUND - is a 5% increase over 2017 Assessment	\$94,283
BUILDINGS ONLY DEPRECIATION	\$63,405
DEBT SERVICE FOR FIRE ENGINE - Year 2 of 5	\$93,738
TOTAL AMOUNT USED FOR CALCULATION	\$1,134,659

	5 YR AV # OF RUNS ('12-'16)	<u>30%</u> % OF # OF RUNS	2015 POPULATION	<u>30%</u> % OF POP	(Asst '16 pay '17) VALUE OF BUILDINGS	<u>30%</u> % OF VALUE OF BLDGS	(Assessment '16) VALUE OF TAX EXEMPT BLDGS	<u>10%</u> % OF VALUE TAX EX BLDGS	% OF BUDGET	FUNDING SHARE
BRAINERD	240.00	58.39%	13,671	40.72%	421,043,495	25.15%	\$407,251,800	73.03%	44.583593%	\$505,871.70
BAXTER	91.80	22.34%	8,065	24.02%	587,053,475	35.07%	\$128,580,500	23.06%	26.734163%	\$303,341.55
CROW WING	15.60	3.80%	2,013	6.00%	84,483,592	5.05%	\$454,900	0.08%	4.459707%	\$50,602.47
LONG LAKE	7.60	1.85%	1,041	3.10%	62,060,621	3.71%	\$446,200	0.08%	2.605183%	\$29,559.95
NOKAY LAKE	3.80	0.92%	847	2.52%	41,842,891	2.50%	\$1,133,600	0.20%	1.804455%	\$20,474.41
OAK LAWN	15.40	3.75%	1,797	5.35%	83,047,849	4.96%	\$10,209,000	1.83%	4.401283%	\$49,939.55
ST. MATHIAS	2.40	0.58%	616	1.83%	24,432,535	1.46%	\$1,609,300	0.29%	1.192360%	\$13,529.22
UNORGANIZED	34.40	8.37%	5,522	16.45%	370,035,301	22.10%	\$7,939,400	1.42%	14.219255%	\$161,340.04
TOTAL	411.00	100.00%	33,572	100.00%	1,673,999,759	100.00%	\$557,624,700	100.00%	100.000000%	\$1,134,658.89
Last Year's Information	399.80		33,534		1,619,745,100		\$502,369,100			\$1,176,031.86
% Change	2.80%		0.11%		3.35%		11.00%			-3.52%

	2018 ASSESSMENT	2017 ASSESSMENT	DIFFERENCE	% incr
BRAINERD	\$505,871.70	\$531,029.80	(\$25,158.10)	-4.74%
BAXTER	\$303,341.55	\$308,332.96	(\$4,991.41)	-1.62%
CROW WING	\$50,602.47	\$52,936.92	(\$2,334.45)	-4.41%
LONG LAKE	\$29,559.95	\$29,508.91	\$51.04	0.17%
NOKAY LAKE	\$20,474.41	\$21,611.63	(\$1,137.22)	-5.26%
OAK LAWN	\$49,939.55	\$51,186.74	(\$1,247.19)	-2.44%
ST. MATHIAS	\$13,529.22	\$14,112.56	(\$583.34)	-4.13%
UNORGANIZED	\$161,340.04	\$167,312.34	(\$5,972.30)	-3.57%
TOTAL	\$1,134,658.89	\$1,176,031.86	(\$41,372.97)	-3.52%



Brainerd City Council Agenda Request

P & F 8
Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Facility Study

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Gabe Johnson	Department: Council Member
Presenter (Name & Title): Alderman Johnson & Staff	Estimated Time Needed: 5 minutes
Summary of Issue: In the 2017 Capital Budget, we have \$28,000 in the budget to conduct a facility study. We may need to spend that money on necessary repairs this year instead of a study.	
Alternatives, Options, Effects on Others/Comments: Staff's recommendation would be to move forward with the study. We need to determine the "status" of our facilities and prioritize the repairs before putting \$20,000 + into various facilities.	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ \$28,000 Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u>	

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

February 21, 2017
6:30 p.m.
City Council Chambers

1. Disposal of Bus #312
2. Municipal Consent for CSAH 48 Project
3. Street Funding Bill Support Resolution
4. Acquisition of Tax Forfeit Parcel
5. City Code Section 1315 Amendment related to Parking
6. City Code Section 900 related to Animals and Bee Keeping
7. Planning Commission – Business 371 Layout



Brainerd City Council Agenda Request

SPW

1

Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Disposal of Bus #312

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: At the last Council meeting, the Council authorized an amendment to our 2017 Transit Contract to include an additional bus to replace bus #312 which was totalled in a crash. Attached is a summary from LMCIT showing the value and a net reimbursement of \$5,704.00 for our loss.	
Alternatives, Options, Effects on Others/Comments: You will note in the value tabulation that there is a deduction for a salvage value of \$1,128.00. There is several thousands in value of parts and equipment that can be salvaged from the vehicle so we are retaining the vehicle but need to remove it from our capital equipment list. Staff is requesting that the Council authorize disposal of the vehicle and to retain the salvage for parts.	
Recommended Action/Motion: Staff is recommending a motion to authorize disposal of Bus #312 and to retain the salvage for parts.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

Jeff Hulsether

From: Andy Stone
Sent: Tuesday, February 14, 2017 12:18 PM
To: Connie Hillman
Cc: Jeff Hulsether
Subject: FW: BlackCat Grants: Vehicle Disposition Request Approved Brainerd CA26296

Insurance check in the mail for bus 312

From: Henning, Bill [mailto:bhenning@lmc.org]
Sent: Tuesday, February 14, 2017 12:11 PM
To: Andy Stone
Subject: Re: BlackCat Grants: Vehicle Disposition Request Approved Brainerd CA26296

Thanks Andy. I have issued a check to the city for \$5704 which breaks down as follows:

Fair market value	\$7600
Pro-rata license	\$8
Towing	\$225
TOTAL	\$7833
Less salvage	\$1129
Less deductible	\$1000
NET	\$5704

Bill Henning / Claims Adjuster
Tel: (218)443-1086 / Fax: (651)281-1297
bhenning@lmc.org www.lmc.org
League of Minnesota Cities
145 University Ave. West / St Paul, MN 55103-2044

From: Andy Stone <astone@ci.brainerd.mn.us>
Sent: Monday, February 13, 2017 1:52 PM
To: Henning, Bill
Cc: Jeff Hulsether; Connie Hillman
Subject: RE: BlackCat Grants: Vehicle Disposition Request Approved Brainerd CA26296

correct

From: Henning, Bill [mailto:bhenning@lmc.org]
Sent: Monday, February 13, 2017 1:41 PM
To: Andy Stone
Subject: Re: BlackCat Grants: Vehicle Disposition Request Approved Brainerd CA26296

Thanks Andy - sorry, I didn't realize the attachment was simply a duplicate of the State's email that was included below your email.

Justification: Accident / Totaled
 Disposal Method: salvage parts
 Mileage: 273,817
 Mileage as of Date: 1/12/2017
 Actual Maintenance Costs (to date): \$54,740
 Funding Program: 5311
 Cost: \$63,809

Federal Share:

State Share:

Local Share:

Fair Market Value (appraisal avg.): \$7,175

Comments:

Bus totaled in accident 1/12/2017. FMV is average of 2 bids (NCB and Boyer). My records show State pymt EF00004058608 for \$51,047.20 as AGR#93507 CY 09 Federal Capital. I have also attached the Capital RFF. My records indicate no major extraordinary vehicle components had been replaced.

- Attachment: Two different appraisals by qualified vehicle appraisers.

- Attachment: List of major vehicle components (i.e. engine, transmission, body work etc.) that have been replaced, the cost and the date that the work took place.

Cancel

Additional Documents

	<u>Document Name</u>	<u>Size</u>	<u>Modified</u>	
	<u>312 annual State Patrol inspection</u>	53 KB	02/09/17 16:00:41	☐
	<u>Boyer appraisal</u>	273 KB	02/09/17 15:37:56	☐
	<u>Capital RFF</u>	405 KB	02/09/17 15:41:35	☐
	<u>NCB estimate to repair</u>	124 KB	02/09/17 15:46:02	☐
	<u>North Central Bus appraisal</u>	113 KB	02/09/17 15:38:25	☐

Attach and Email

History Log



Brainerd City Council Agenda Request

SPW
2

Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Crow Wing County CSAH 48 Municipal Consent

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: Crow Wing County is proposing improvements to County State-Aid Highway 48 this summer consisting of a mill and bituminous overlay from the westerly intersection with T.H. 210 in the City of Baxter to Minnesota Drive in the City of Brainerd.	
Alternatives, Options, Effects on Others/Comments: State Statutes require that when a County or the State is proposing to construct street improvements within the corporate limits of a city, they are required to obtain project approval by resolution. In the event that municipal consent is not granted, there is an alternate process which involves a process and waiting periods.	
Recommended Action/Motion: Staff has reviewed the proposed project and is recommending that the Council adopt the attached resolution approving the project as submitted.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



February 13, 2017

City of Brainerd
Attn: Jeff Hulsether, City Engineer
501 Laurel Street
Brainerd, MN 56401

Re: SAP 18-648-013
CSAH 48 Project Approval

Dear Mr. Hulsether,

Our department is currently working on the final plans for the above referenced project. Plans for full depth reclamation of the County State Aid Highway 48 corridor from Foley Road in Baxter to Minnesota Drive in Brainerd are nearly complete and construction is scheduled to take place in the summer of 2017.

As this project is located within the city limits of Brainerd, it is appropriate and necessary to receive your support for this project. Enclosed, please find a resolution that we are requesting the City of Brainerd to act upon at its next council meeting and supply this office with a certified copy of such. If you would like a representative from the County Highway Department present at the appropriate council meeting, or have concerns relating to the project, please contact me at the number listed below.

Sincerely,

Steve Stroschein
Senior Engineer/Project Manager

EN: City Resolution
SAP 018-648-013 Plan

Timothy V. Bray, P.E. County Engineer
Robert Hall, P.E. Assistant County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Office: (218) 824-1110
Fax: (218) 824-1111
www.crowwing.us

RESOLUTION
NO. _____

**RESOLUTION APPROVING COUNTY PROJECT WITHIN
MUNICIPAL CORPORATE LIMITS**

WHEREAS, Plans for Project No. S.A.P. 018-648-013 showing proposed Reclamation and Bituminous Surfacing Improvements of County State-Aid Highway No. 48 within the limits of the City of Brainerd as a State Aid Project have been prepared and presented to the City of Brainerd.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, BRAINERD, MINNESOTA: That said plans be in all things approved.

Adopted this 21st day of February, 2017

DAVID J. PRITSCHET
President of the Council

Approved this 22nd day of February. 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JIM THOREEN
City Administrator

MINNESOTA DEPARTMENT OF TRANSPORTATION CROW WING COUNTY

CONSTRUCTION PLAN FOR BITUMINOUS SURFACING, AND AGGREGATE SHOULDERS

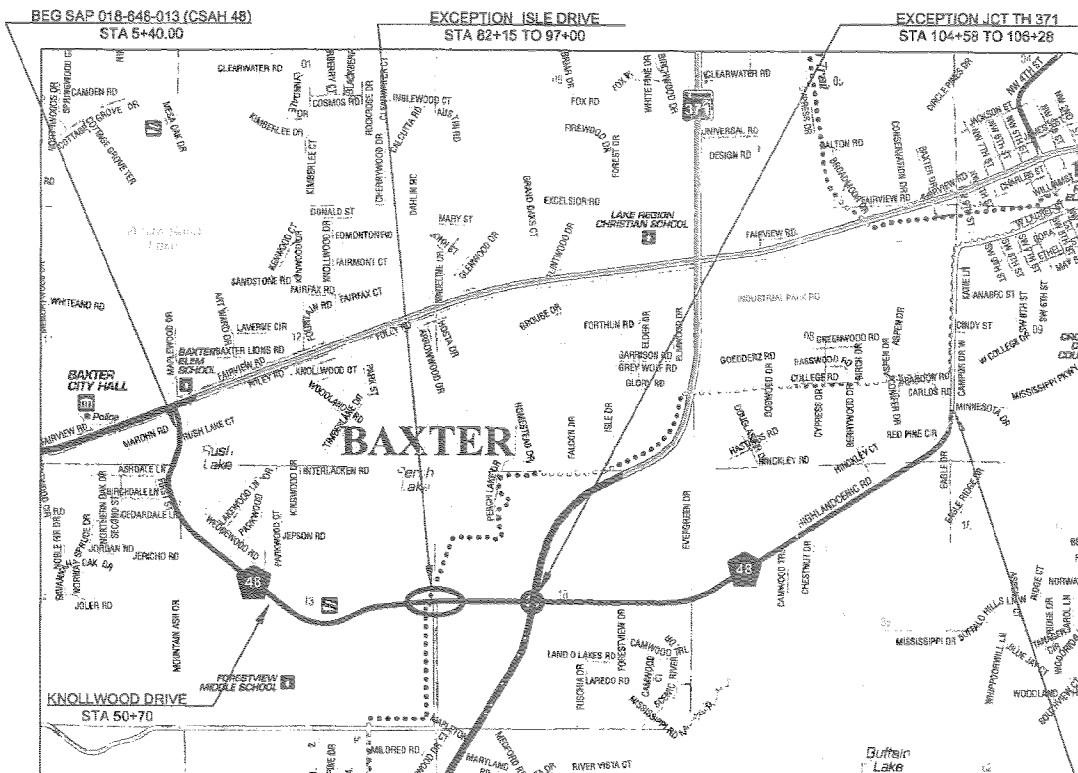
LOCATED ON CSAH 48 IN BAXTER BETWEEN FOLEY ROAD AND MINNESOTA DRIVE (Geographic Description)
FROM 1899' SOUTH OF THE EAST QUARTER CORNER SEC 11 TO 994' NORTH OF THE SOUTHEAST QUARTER CORNER SEC 08 (Legal Description)

SECTION 11 TOWNSHIP 133 N RANGE 29 W SECTION 08 TOWNSHIP 133 N RANGE 28 W
STATE-AIDE PROJECT NO. 018-648-013

GROSS LENGTH 20,050.00 FEET 3.729 MILES
BRIDGES-LENGTH 0 FEET 0 MILES
EXCEPTIONS-LENGTH 1,463.00 FEET 0.281 MILES
NET LENGTH 18,587.00 FEET 3.448 MILES



PROJECT LOCATION
COUNTY : CROW WING
DISTRICT : 3



THIS PLAN WAS DEVELOPED USING THE FOLLOWING GEODETIC DATA:
HORIZONTAL CONTROL - CROW WING COUNTY COORDINATES NAD83 (1996 ADJUSTMENT)
VERTICAL CONTROL - ORTHOMETRIC HEIGHT NAVD83

- BENCHMARKS:
1. LAMP MNDT LOCATED 189 FT S OF TH 210, 500 FT E OF TH 371, 46' S OF RAILROAD TRACKS.
2. WHIPPLE MNDT LOCATED 3.8 MI W OF JCT 371, 92 FT N OF TH 210 CENTERLINE.

END SAP 018-648-013 (CSAH 48)
STA 206+00.00

CHECKED BY: _____ DATE: _____

SPECIFICATIONS

THE 2016 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

SUBSURFACE UTILITY STATEMENT

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS QUALITY WAS DETERMINED ACCORDING TO THE GUIDELINES OF CUSACE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	QUANTITIES
3	TYPICALS
4	DETAIL SHEET
5	TRAFFIC CONTROL

THIS PLAN CONTAINS 207 SHEETS

RURAL AND URBAN RECONDITIONING

DESIGN DESIGNATION	Rural Reconditioning
ESALS	1,839,000
R VALUE	27
ADT 2017	5360
PRJ. ADT 2037	8980
HCA DT 2017	461
PRJ. HCA DT 2037	785
NO. OF TRAFFIC LANES	2-12'
NO. OF PARKING LANES	0
SHOULDER WIDTH	8
DESIGN	10 Ton
FUNCTIONAL CLASSIFICATION	Major Collector
DESIGN SPEED <u>N/A</u> MPH	
BASED ON STOPPING SIGHT DISTANCE	
HEIGHT OF EYE <u>N/A</u> HEIGHT OF OBJECT <u>N/A</u>	
GE TABLE	
Existing GE from SP 18-648-04 Plans/ Braun Te	29.38
Subgrade/ Base Existing	13.50
4" 2207 Bit Stabilized Subgrade Existing	6.00
1" 2331 Bituminous Surfacing Existing	2.00
3.5" 2340 Bituminous Surfacing Existing	7.875
MILL 1.5" BITUMINOUS	-3.875
3.5" 2360 WEARING COURSE MIX	7.875
TOTAL GE PROVIDED	33.87
TOTAL BIT GE PROVIDED	13.88

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME UNDER DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

RECOMMENDED FOR APPROVAL	DATE: _____
SIGNATURE: ROBERT HALL	LICENSE NUMBER 22696
RECOMMENDED FOR APPROVAL	DATE: _____
SIGNATURE: COUNTY ENGINEER	LICENSE NUMBER 44256
REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY	DATE: _____
SIGNATURE: DISTRICT STATE AID ENGINEER	
APPROVED FOR STATE AID	DATE: _____
SIGNATURE: STATE AID ENGINEER	

STATE AID PROJECT 018-648-013 (CSAH 48)



Brainerd City Council Agenda Request

SPW
3

Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: City Street funding bill

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: Attached is an information sheet from the League of Minnesota Cities related to the City Street Funding bill that is working its way through the legislative process. Also attached is a draft Resolution of support for the Council's consideration.	
Alternatives, Options, Effects on Others/Comments: The Bill provides for a \$10 surcharge on License fees to provide a fund for city streets, 1/2 of which would be distributed to cities with population under 5,000 and 1/2 distributed to cities with populations over 5,000. Based on the current distribution formula for State-Aid cities, the City of Brainerd could receive about \$127,000 per year for unrestricted expenses on city streets.	
Recommended Action/Motion: Staff is recommending a motion to adopt the Resolution in support of the City Street Funding bill.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

City Street Funding Bill Introduced in House and Senate

The League and others support the measure, which would add a \$10 surcharge on license tab fees and on motor vehicle title transfers to be dedicated to city-owned streets statewide.

(Published Feb 13, 2017)

A bill that provides dedicated state funding for city streets—including funding that can be used for non-Municipal State Aid (MSA) city street maintenance, construction, and reconstruction—was introduced in the Minnesota House of Representatives on Feb. 9 and in the Senate on Feb. 12.

HF 934 (Link to: <https://www.revisor.mn.gov/bills/bill.php?f=HF934&b=house&y=2017&ssn=0>), authored by Rep. Frank Hornstein (Link to: http://www.house.leg.state.mn.us/members/members.asp?leg_id=10767) (DFL-Minneapolis), and SF 933 (Link to: <https://www.revisor.mn.gov/bills/bill.php?f=SF933&y=2017&ssn=0&b=senate>), authored by Sen. Scott Dibble (Link to: http://www.senate.leg.state.mn.us/members/member_bio.php?leg_id=10142) (DFL-Minneapolis), would add a \$10 surcharge on license tab fees and on motor vehicle title transfers to be dedicated to city streets in large and small cities. The House measure was referred to the House Transportation and Regional Governance Committee (Link to: <http://www.house.leg.state.mn.us/comm/committee.asp?comm=90026>), and the Senate companion was referred to the Senate Transportation Finance and Policy Committee (Link to: http://www.senate.leg.state.mn.us/committees/committee_bio.php?cmte_id=3102&ls=90). Neither bill has been scheduled for a hearing.

The provision raises approximately \$57 million annually. Half of the funds would be directed to the Small Cities Assistance Account, established by the 2015 Legislature, and half would be dedicated to a new Larger City Streets and Bridges Account. The funds would not be subject to the constraints of the MSA funds dedicated in the Minnesota Constitution.

A group made up of representatives of the League, the Coalition of Greater Minnesota Cities (Link to: <http://greatermncities.org/>), the Minnesota Association of Small Cities (Link to: <http://www.maosc.org/>), Metro Cities (Link to: <http://www.metrocitiesmn.org/>), and the cities of Minneapolis and St. Paul, is working to secure support for the measure.

Why is the legislation needed?

Though city streets are essential to mobility and economic vitality in Minnesota communities, funding for those streets has remained unaddressed in transportation funding bills for decades. City revenues are not keeping pace with needs for municipal street maintenance, construction, and reconstruction. Currently, nearly 84 percent of city streets are funded only with property taxes and special assessments.

Further, when state and county highway investments occur, cities have the added burden of cost participation, which diverts dollars from city streets. The bulk of the 22,500-mile city street system is not eligible for MSA, and non-MSA city streets are without any dedicated funding sources. According to a report released in 2012 by the Transportation Finance Advisory Committee (Link to: <http://www.dot.state.mn.us/tfac/>), cities collectively need an additional \$400 million per year to bring city streets up to an economically competitive standard.

Get involved

Support from cities for this initiative will be critical to its success. Please consider communicating with your legislators about the need for this legislation. A number of city councils passed resolutions of support for the same proposal in the last legislative biennium, and the League continues to use this list of cities to support advocacy efforts. The League would like to grow the list to include additional supportive cities. Please see the League's City Transportation Advocacy Toolkit (Link to: <http://www.lmc.org/page/1/transportationtoolkit.jsp>) to learn more and download the model resolution.

Read an article about this issue in the Stillwater Gazette (Link to: <http://stillwatergazette.com/2017/02/04/the-57-million-question-cities-look-for-local-roads/>)

For more background on this topic, read a previous Bulletin story (Link to: <http://www.lmc.org/page/1/DedicateStreetFundingI7.jsp>)

Read the current issue of the Cities Bulletin (Link to: <http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp>)

* By posting you are agreeing to the LMC Comment Policy (Link to: <http://www.lmc.org/page/1/comment-policy.jsp>) .

0 Comments

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Your LMC Resource

Contact Anne Finn

Assistant IGR Director

(651) 281-1263 or (800) 925-1122

afinn@lmc.org (Link to: <mailto:afinn@lmc.org>)

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RESOLUTION # _____
A RESOLUTION SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 22,500 miles—or 16 percent—are owned and maintained by Minnesota’s 853 cities; and

WHEREAS, almost 85 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city—large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority--and therefore taxpayers--save seven dollars in repairs; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies in order to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY ITS CITY COUNCIL that the City of **BRainerd** supports passage of HF 934 and SF 933 bills that provide additional dedicated state funding for city streets including funding that can be used for non-MSA city street maintenance, construction and reconstruction.

ADOPTED by the City of Brainerd this 21st day of February, 2017.

ATTEST:

Ed Menk, Mayor

February 21, 2017

Jim Thoreen, Administrator

February 21, 2017



Brainerd City Council Agenda Request

SPW 4
Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Acquisition of Tax Forfeit Parcel

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: In December, Crow Wing County made a request of the City Council for a non-conservation classification for the north 30 feet of a 40 acre parcel on the north side of the Northtown Addition. The Council made a request of Crow Wing County to hold the parcel in conservation and expressed an interest in the acquisition of the parcel.	
Alternatives, Options, Effects on Others/Comments: Attached is a sketch of the parcel and a response from Crow Wing County that the Assessor has valued the property at \$4,000.00. The actual cost would be slightly higher due to recording fees, etc. The last land acquisition made by the City was for 1,000 square feet of permanent road easement in 2014 which was appraised a \$1.00 per square foot, although the property was a residential use in a commercial district. The county's value on this parcel equates to about \$0.10 per square foot which seems like a very good value compared to recent appraisals.	
Recommended Action/Motion: Staff is recommending acquisition of the parcel with a base price of \$4,000.00 and the cost coming from the construction fund.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping: \$ 4,000 plus fees Is this budgeted? ☐ Yes ☒ No Please Explain:	



December 7, 2016

City of Brainerd
Jim Thoreen, Clerk
501 Laurel Street
Brainerd, MN 56401

RECEIVED

DEC 12 2016

CITY OF BRAINERD
ADMINISTRATION

Re: Classification to "Non-Conservation" and Future Direct Sale of N. 30 ft of the SW1/4 of SE1/4, Section 33-Township 134-Range 28

Dear Mr. Thoreen:

In the near future, the Crow Wing County Board of Commissioners will classify the tax forfeited tract(s), below, as "Non-Conservation" which is required prior to sale pursuant to MS 282.01.

***North 30 feet of the Southwest Quarter of Southeast Quarter
Section 33, Township 134, Range 28***

RE Code: 080334400A00009

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

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

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

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Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

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

According to MS 282.01, Subdivision 1, If the town or city *"fails to submit an application and a resolution of the board or governing body to acquire the property within the six month withholding period, the county may offer the property for sale upon expiration of the withholding period."*

Whenever tax forfeited land is proposed to be sold, a generic form letter containing the language above is mailed to the township or city wherein the tax forfeited land lies. The language, above, stipulates the Statutes which apply and does reference a PUBLIC SALE which is the typical sale method. **IN THIS CASE, HOWEVER, CROW WING COUNTY PLANS TO PURSUE A POSSIBLE ALTERNATE SALE PROCEDURE PURSUANT TO MS 282.01, SUBD 7A, WHICH ALLOWS THE COUNTY BOARD TO SELL THE TAX FORFEIT PARCEL TO AN ADJOINING LANDOWNER ONLY OR A GOVERNMENT ENTITY FOR A PUBLIC PURPOSE.**

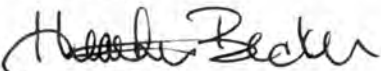
The tax forfeited tract.....

- Is 0.91 acre in size.
- Forfeited 9-30-2015

Please review the tax forfeited tract, attached, and inform this Department of your approval or disapproval of the County Board's future action to classify said tract to a "non-conservation" status with intentions to sell directly to an adjoining landowner.

If you have further questions, please give me a call.

Sincerely,

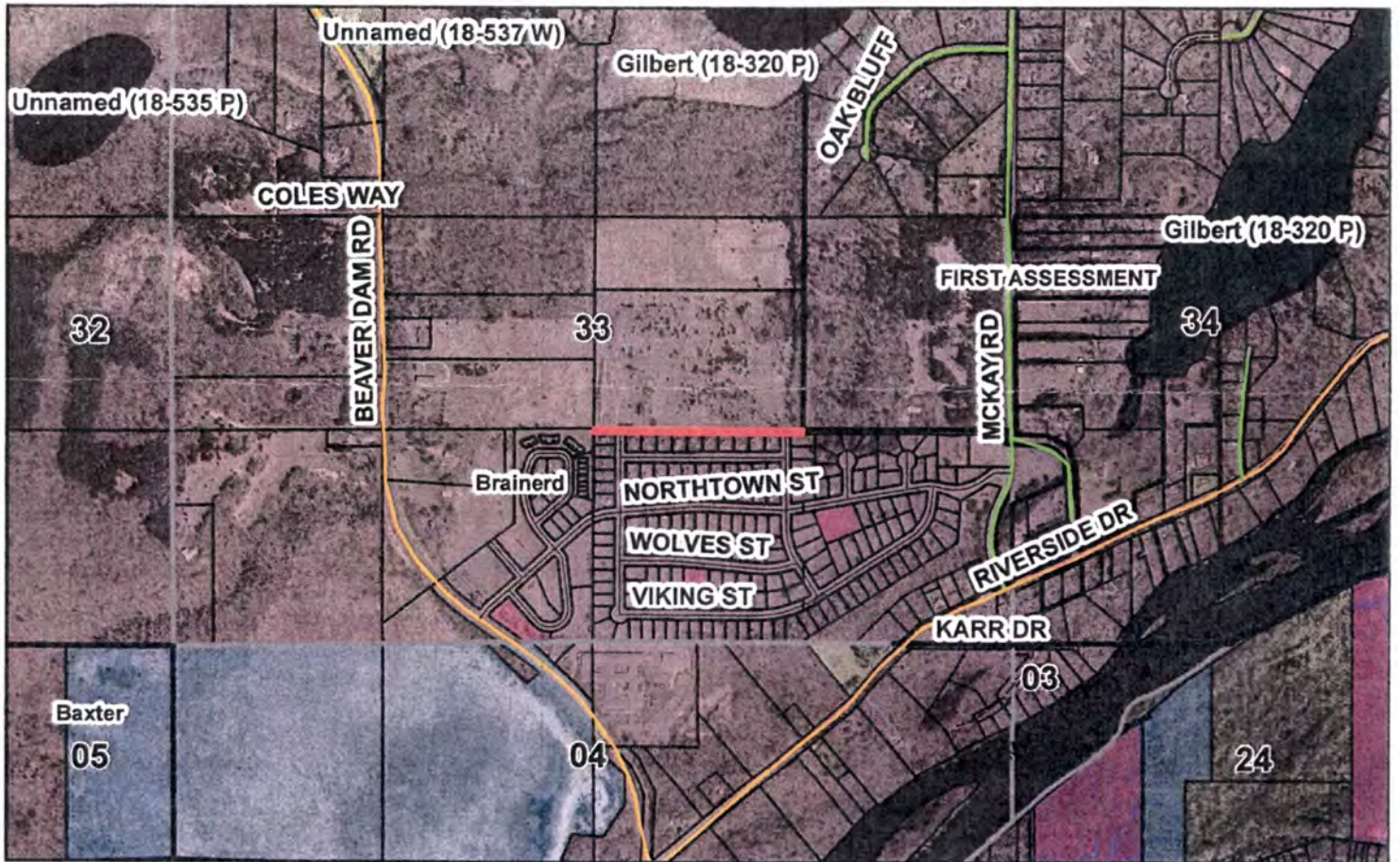
A handwritten signature in black ink that reads "Heather Becker". The signature is written in a cursive style with a large, stylized "H" and "B".

Heather Becker

Customer Service Specialist II

Encl: map

Direct Sale to Adjoining Landowner or City of Brainerd
City of Brainerd
North 30 feet of the Southwest Quarter of Southeast Quarter
Section 33, Township 134, Range 28
RE code: 080334400A00009

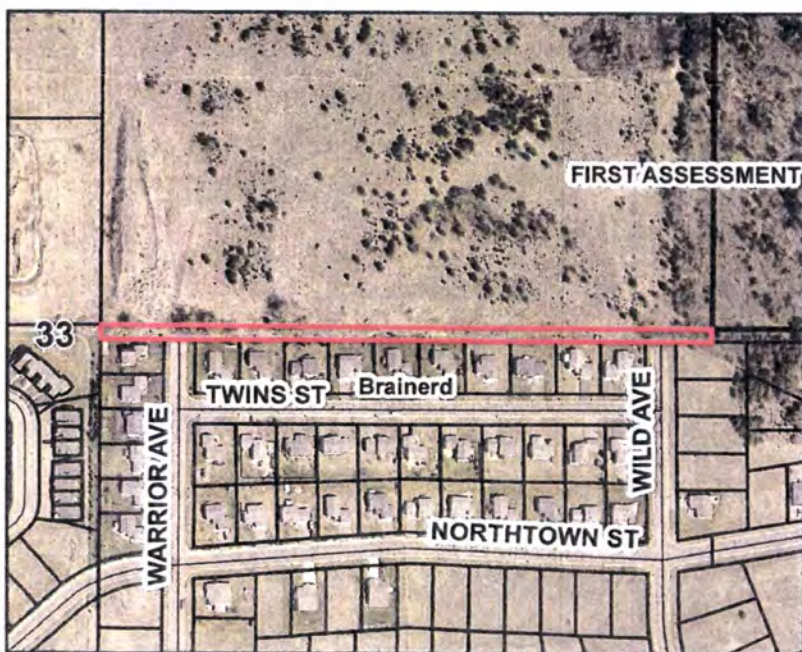


0 0.1 0.2 0.4 Miles

1 inch = 1,089 feet

Legend

- Unnamed Private Driveway
- US Highway
- State Highway
- County Road
- Township Road
- City Road
- Named Private Road
- Minimum Maintenance Road
- Cass County Road
- Boundary
- Sections
- Parcel Data
- County
- Private
- State (DNR)
- Federal
- Municipal
- Lakes
- Streams



December 7, 2016

Crow Wing County Coordinates (projection) ArcGIS 10.1



Jeff Hulsether

From: Heather Becker <Heather.Becker@crowwing.us>
Sent: Tuesday, February 14, 2017 11:48 AM
To: Jeff Hulsether
Subject: Tax Forfeit code 080334400A00009

Jeff,

I have received a value on this parcel from the assessor of \$4,000. Please review with the council and let me know what they think.

Thank you,

Heather Becker
Land Services Department
Customer Service Division
322 Laurel Street
Brainerd, MN 56401

Office: (218) 824-1299
Fax: (218) 824-1126
www.crowwing.us

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Customer Service Survey



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Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

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Brainerd City Council Agenda Request

SPW
5
Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Amendment to Section 1315 of the City Code

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 10 minutes
Summary of Issue: Attached is a draft amendment to Section 1315 of the City Code related to parking restrictions during snow emergencies. The draft is written in a manner that strikes out existing language and italicizes the new language.	
Alternatives, Options, Effects on Others/Comments: When this was discussed in Committee, there was discussion about snow depths that would constitute a plowable event, but after additional thought, staff is recommending that we do not specify a depth within the ordinance but rather leave the depth to staff's discretion. There was also discussion about what to call a plowable event, because 3 or 4 inches of snow generally doesn't rise to the status on an "emergency". We should have more discussion about this in Committee. If the Committee arrives at a consensus in the Ordinance language, staff would recommend scheduling the Ordinance for its first reading on March 6th.	
Recommended Action/Motion: Either schedule the Ordinance for a first reading on March 6th or hold it over for discussion.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

**ORDINANCE
NO. _____**

**AN ORDINANCE AMENDING SECTION 1315 OF THE
BRAINERD CITY CODE PERTAINING TO PARKING
FOR STREET CLEANING AND SNOW REMOVAL**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 1315.03 be amended by deleting the first paragraph of the Section in its entirety and substituting in lieu thereof the following:

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 may~~ declare a snow emergency by means of the local news media *and social media*. ~~Beginning the first day of a declared~~ *Upon declaration of a* snow emergency, there shall be no parking of motor vehicles, trailers, or conveyances, on *all city streets, except within the Downtown Special Services District, between the hours of 5:00 a.m. and 7:00 p.m. or snow emergency routes, north south streets, or streets which predominately run north and south, all streets west of the Mississippi River, and all street south of Willow Street* until the street has been plowed *from curb to curb*. ~~That beginning the second day of said snow emergency, there shall be no parking on the east west street, or those streets which run predominantly east and west until the street has been plowed.~~

SECTION TWO: That Section 1315.03 Subd.1 be amended by deleting the Section in its entirety and substitute in lieu thereof the following:

Subd. 1. *Downtown Special Services District Snow Removal Parking Regulations.* That during a 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~~ *Downtown Special Services District* between the hours of ~~4:00~~ *3:00* a.m and 9:00 a.m. *or until the snow has been removed from the streets and sidewalks* within the area bounded by the railroad tracks on the north, ~~Norwood~~ *Maple* Street on the south, ~~Tenth~~ *South Eighth* Street on the east, and ~~Fourth~~ *South Sixth* Street on the west.

SECTION THREE: This Ordinance shall take effect and be in full force on November 1, 2017.

Adopted this _____ day of _____, 2017

DAVID PRITSCHET
President of the Council

Approved this _____ day of _____, 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator



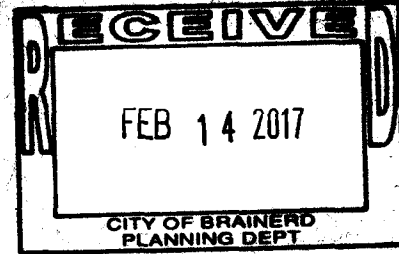
Brainerd City Council Agenda Request

SPW 6
Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Request to Amend City Code Section 900 - Animals, to Permit Bee Keeping

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Mark Ostgarden, City Planner	Department: Planning
Presenter (Name & Title): Same	Estimated Time Needed: 10 minutes
Summary of Issue: Attached is a letter from a Brainerd resident inquiring to change the City Code to allow bee keeping in residential areas. City Code Section 900 - Animals (copy of relevant ordinance language attached) lists bees as permitted farm animals in zoning districts where farm animals are allowed.	
Alternatives, Options, Effects on Others/Comments: There are 2 alternatives. One is to not change the City Code, which would permit bees as presently allowed. The alternative is if there is interest in allowing bee keeping in residential areas, to direct the Planning Department to research the use and prepare draft language for the City Council to consider. Should the City Council desire, the request could be submitted to the Planning Commission asking for its recommendation on draft language to permit bee keeping. Should the City Council be interested in permitting bee keeping, it will need to decide whether to amend City Code Section 515 - Zoning or Section 900 - Animals.	
Recommended Action/Motion: Should the City Council choose not to consider amending the City Code, no official action is needed. Should it be interested in permitting bee keeping, the motion could be by _____, seconded by _____ that the City Council directs staff to research and present draft language to the City Council for consideration. Or, A motion by _____, seconded by _____ that the City Council is interested in permitting bee keeping and requests staff and the Planning Commission to research the use and prepare and consider draft language to recommend to the City Council.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	



Dear Mayor and Council –

My name is Jeanie Neville, and I am a homeowner in Brainerd. I am an avid gardener, growing fruits and vegetables.

I am contacting you the Mayor, and the City Council to ask that you allow bees to be kept within the city limits of Brainerd, by changing ordinance CH IX, Public Safety, Section 900 - Animals, concerning bees, which are currently classified as a farm animal. The ordinance states, "Farm animals shall only be kept in zoning districts if permitted under the city zoning ordinance". Bees are not currently allowed.

Bees are a natural part of our environment. In the US alone, the value of honey bee pollination is counted in billions of dollars. Their pollination is responsible for one out of every 3 bites we eat. 80% of food in the grocery stores are due to bee pollinated crops. Bees preserve our ecosystem. They are not only agricultural. They pollinate native plants in Minnesota. Bees across the country have been dying off due to pollution and chemicals. We need to do our part to reverse this trend. I personally, in all my time gardening last summer, saw a total of 3 honeybees. The gardens would prosper with bees. They also produce approximately 30 pounds of honey per hive.

On the website Burpee.com it is stated "when bees visit a garden, they are not interested in people. They will not fly up and sting you." I contacted Albert Chubak, whose credentials include Bee Wrangler on the TV Show Flip Men on Spike TV; CEO and founder of Eco Bee Box; and Former Western Apiculture Society of Utah – Director. He said that we do not have issues with Africanized bees in Minnesota and that is a big plus. The smaller the colony, the smaller footprint of the hive, make for gentler bees. My suggestion is that 1-2 hives per home would be satisfactory. Also, the expense of start up will limit the number of people keeping hives. The cost of hives is \$150 and up, the bees are \$150 and up.

The Arboretum in Brainerd hosts beekeeping seminars and a group of local beekeepers meet there bi-monthly.

Currently in Brainerd, the former Potlatch complex houses Mann Lake wood production for the construction of home use beehives. Mann Lake is a reputable business, with the Minnesota branch headquartered in Hackensack. They provide needed jobs in our community. Mann Lake also supplies bees locally to Minnesota beekeepers.

Keeping bees can enhance our gardens, our food growing, give us honey, beeswax, and support local business. Bees are not a danger, they are an asset.

Sincerely –

Jeanie Neville

(218)821-4905

- 5) Any venomous, or inherently dangerous member of the reptile or amphibian families as well as crocodiles and alligators.

(Amended Ord. 1386 – 2011)

- 6) Any other animal which is not explicitly listed above but which can be reasonably defined by the terms of this Section, including but not limited to bears, deer, monkeys and game fish.

C) Farm. “Farm animals” shall mean those animals commonly associated with a farm or performing work in an agricultural setting. Unless otherwise defined, such animals shall include members of the equestrian family (horses, mules), bovine family (cows, bulls), sheep, poultry (chickens, roosters, turkeys), fowl (ducks, geese), swine (including Vietnamese pot-bellied pigs), goats, bees, and other animals associated with a farm, ranch, or stable.

Subd. 2. Cat. “Cat” shall be intended to mean both the male and female of the felidae species commonly accepted as domesticated household pets.

Subd. 3. Dog. “Dog” shall be intended to mean both the male and female of the canine species, commonly accepted as domesticated household pets, and other domesticated animals of a dog kind.

Subd. 4. Owner. “Owner” shall be intended to mean any person or persons, firm, association or corporation owning, keeping, or harboring an animal.

Subd. 5. At Large. “At Large” shall be intended to mean off the premises of the owner and not under the custody and control of the owner or other person, either by leash, cord, or chain.

Subd. 6. Enforcement Officer. “Enforcement Officer” or “Officer” shall mean the Animal Control Officer and/or members of the Brainerd Police Department for the City of Brainerd who shall enforce the provisions of this Section. The duties of the Enforcement Officer are as follows:

- A) Capture, seize and deliver to any designated pound any animal running at large within the City.
- B) Investigate all reported incidents wherein a dog has bitten a person and confirm that said animal is quarantined as required herein.
- C) Provide a written monthly report to the City as to the activities of the Animal Control Officer.

CHAPTER IX

PUBLIC SAFETY

Section 900 – Animals

900.01 Definitions. As used in this Section, unless the context otherwise indicates, the following words shall be defined to mean:

Subd. 1. Animal. “Animal” shall mean any mammal, reptile, amphibian, fish, bird (including all fowl and poultry) or other member commonly accepted as part of the animal kingdom. Animals shall be classified as follows:

A) Domestic. “Domestic animals” shall mean those animals commonly accepted as domesticated household pets. Unless otherwise defined, such animals shall include dogs, cats, caged birds, gerbils, hamsters, guinea pigs, ferrets (if vaccinated against rabies), domesticated rabbits, domesticated rats, fish and non-venomous reptiles or amphibians and other similar animals.

(Amended Ord. 1386 – 2011)

B) Wild or Exotic Non-Domesticated. “Wild or Exotic Non-Domesticated animals” shall mean those animals commonly considered to be naturally wild and not naturally trained or domesticated, or which are commonly considered to be inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, such animals shall include:

- 1) Any member of the large cat family (family felidae) including lions, tigers, cougars, bobcats, leopards and jaguars, but excluding commonly accepted domesticated house cats.
- 2) Any naturally wild member of the canine family (family canidae) including wolves, foxes, coyotes, dingoes, and jackals, but excluding commonly accepted domesticated dogs.
- 3) Any crossbreeds such as the crossbreed between a wolf and a dog, unless the crossbreed is commonly accepted as a domesticated house pet.
- 4) Any member or relative of the rodent family including any skunk (whether or not descended), raccoon, squirrel, or ferret (unless vaccinated against rabies), but excluding those members otherwise defined as domesticated pets.

- C) Any animal covered by this Subdivision found off the owner's premises and not wearing a valid rabies vaccination tag shall be impounded. Any unvaccinated animal that is so impounded may be reclaimed by its owner by payment of the prescribed pound fees and compliance with the rabies vaccination requirement of this Section, proof of which shall be furnished to the City within seventy-two (72) hours of its release from the pound.

900.05 Wild or Exotic Non-Domesticated Animals. It shall be illegal for any person to own, possess, harbor, or offer for sale, any wild or exotic non-domesticated animal within the City limits. Any owner of such an animal at the time of adoption of this Section shall have thirty days in which to remove the animal from the City after which time the City may impound the animal as provided for in this Section. An exception shall be made to this prohibition for animals specifically trained for and actually providing assistance to the handicapped or disabled, and for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific research laboratory, education or training event, or a licensed show or exhibition. (See also: Section 902 of the Brainerd City Code.)

(Amended Ord. 1386 – 2011)

900.07 Farm Animals. Farm animals shall only be kept in zoning districts if permitted under the City Zoning Ordinance. An exception shall be made to this Section for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition. An additional exception shall be made to this Section by allowing the keeping of chickens on premises in the City subject to the provisions set forth in Section 900.08.

(Amended Ord. 1327 – 2008)

900.08 Chickens. Subdivision 1. Chickens Limited. It is unlawful for any person to own, control, keep, maintain or harbor hen chickens in any residential district and/or residential use in non-residential districts in the City unless issued a permit to do so as provided herein. In the case of rental residential property, including multi-family residential property, written permission must be given by the property owner for a tenant to keep or harbor chickens on said residential premises. No permit shall be issued for the keeping or harboring of more than four (4) hen chickens on any premises unless the property is located in an agricultural or rural zoning district. The keeping of roosters is prohibited. It shall be unlawful to keep or harbor hen chickens in addition to the limitations set forth in Section 900.13, Subd. 1. (For example, the limitation is further clarified as follows: 4 dogs, or 4 cats, or 4 chickens, or 3 dogs and 1 cat, or 3 chickens and 1 dog, or 2 cats and 2 chickens, etc.)

(Amended Ord. 1445 – 2015)

Subd. 2. Definitions. The term "At Large" shall be intended to mean a chicken out of its chicken run, off the premises or not under the custody and control of the owner. The term "Chicken" means a female chicken or hen. The term "Chicken Coop" means a structure providing housing for chickens made of wood or other similar materials that provides shelter from the elements. The term "Chicken Run" means a fenced outside yard for the keeping and exercising of chickens. The term "Owner" shall mean the resident, property owner, custodian or keeper of any chicken. The term "Premises" means any platted lot or group of contiguous lots, parcels or tracts of land.

Subd. 3. Permit. No chicken coop and/or chicken run shall be maintained unless granted a permit by the City. The permit shall be subject to all terms and conditions of this Section and any additional conditions deemed necessary by the City to protect the public health, safety and welfare. The necessary permit may be obtained from the City Administrator's office. Included with the information required prior to issuance of the permit must be a scaled diagram that indicates the location of any chicken coop and run, and the approximate size and distance from adjoining structures and property lines. The owner must also obtain written approval of the keeping of chickens from all abutting property owners. Written approval is not required if there is no abutting property. A permit for the keeping of chickens may be revoked or suspended by the Council for any violation of this Section following written notice and a public hearing. An annual fee of \$30 will be charged for each permit which shall expire on December 31 of each year.

(Amended Ord 1445 – 2015)

Subd. 4. Confinement. Every person who owns, controls, keeps, maintains or harbors hen chickens must keep them confined on the premises at all times in a chicken coop or chicken run while in the City. Any coop and run shall be screened with a solid fence or landscaped buffer with a minimum height of four (4) feet. Any coop and run shall be at least 25 feet from any residential structure or any other premises on any adjacent lots.

Subd. 5. Chicken Coops and Chicken Runs.

- A) All chicken coops and runs must be located within the rear yard subject to the required setbacks for the principal building and at least 25 feet from any dwelling or any other premises on any adjacent lots. All chicken coops must be a minimum of 4 square feet per chicken in size, must not exceed 10 square feet per chicken in size and must not exceed 6 feet in total height. Attached fenced-in chicken runs must not exceed 20 square feet per chicken and fencing must not exceed six feet in total height. Chicken runs may be enclosed with wood and/or woven wire materials, and may allow chickens to contact the ground. Chicken feed must be kept in metal, predator proof containers. Chicken manure shall not be placed in yard compost piles.



Brainerd City Council Agenda Request

SPW 7
Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Planning Commission - Business 371 Layout

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jeff Hulsether	Department: Planning & Engineering
Presenter (Name & Title): Jeff Hulsether & Mark Ostgarden	Estimated Time Needed: 15 minutes
Summary of Issue: At the Planning Commission meeting on Wednesday, February 15th, The Planning Commission adopted the following motion: Motion and second by Commissioners Burslie and Gorham, duly carried, to ask the City Council to consider re-evaluating the South Sixth Street design and discuss with MnDOT the process needed to make changes to the design because of the changes to the City Council along with additional information researched by the Walkable/Bikeable Committee, and the change in ownership in the core downtown properties.	
Alternatives, Options, Effects on Others/Comments: Attached is a copy of the e mail to City Council members from City Administrator Thoreen on Thursday informing the Council of the Planning Commission's motion; a copy of the written information provided to the Dispatch when the Mayor, City Administrator, City Planner and City Engineer met with the Editorial Board on Wednesday, February 15th, and a copy of Resolution 54:15 adopted by the City Council on December 7, 2015, which approved the layout of the Business 371 project. During discussion with Mn/DOT representatives on this issue, they are taking the position that Municipal consent to the project has been granted and that the layout approval is a binding agreement.	
Recommended Action/Motion: The Council may vote on the request or hold the issue over for further discussion.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

Jeff Hulsether

From: Jim Thoreen
Sent: Thursday, February 16, 2017 11:17 AM
To: Dave Pritschet; Kelly Bevans; Sue Hilgart; Gabe Johnson; Kevin Stunek; Jan Lambert; Dave Badeaux; Ed Menk
Cc: Jeff Hulsether; Mark Ostgarden; Joseph Langel; Connie Hillman
Subject: FW: Scanned image from the City of Brainerd
Attachments: SKM_C554e17021610370.pdf

From: Brd Scanner
Sent: Thursday, February 16, 2017 10:38 AM
To: Jim Thoreen
Subject: Scanned image from the City of Brainerd

At Wednesday night's Planning Commission meeting the new members were seated and the agenda proceeded as published. Stacy Headley was elected Chair; Chuck Marohn was elected Vice Chair. Jack Antolak was not present. The two requests for consideration were heard, reviewed and further consideration/action on either item will be forthcoming.

During the portion of the meeting "Commissioners Question/Comments" Commission Member Justin Burslie brought forth a proposal to re-consider the design of South Sixth Street. Much discussion followed and the end result was unanimous adoption of the following motion:

Motion and second by Commissioners Burslie and Gorham, duly carried, to ask the City Council to consider re-evaluating the South Sixth Street design and discuss with MnDOT the process needed to make changes to the design because of the changes to the City Council along with additional information researched by the Walkable/Bikeable Committee, and the change in ownership in the core downtown properties.

I offer this to you today because news travels fast and you should have in hand actions which will rise to Council consideration. This Planning Commission action will be on next Tuesday's agenda for review and discussion. Mark and Jeff will take the lead on presentation and I will supplement as necessary. We will attempt to have a MnDOT perspective for Tuesday night, but such short notice may result only in a letter or memo, if any response, outlining to some degree the MnDOT position.

Attached please find the material Mayor Menk, Jeff Hulsether, Mark Ostgarden and I discussed with the Dispatch Editorial Board yesterday. The information is not a request for Dispatch re-consideration of its stance, rather it is simply perspectives. We enjoyed a good give and take discussion. Whether the Editorial Board continues the conversation is up to them. We offered perspective.

I suggest that Tuesday night's discussion be focused on process. The Council may vote on the request and proceed, but there are some legal concerns which we ought to review: a.) Our directive by Council action in 2015 binds us to the plan now well into design. Will/can MnDOT halt the process on TH 371, our 6th Street?
b.) What impact on delay, for perhaps a year or more, will there be on our financing plans for the city utilities and other commitments?

Jim

MEMORANDUM

DATE: February 15, 2017
TO: Brainerd Dispatch Editorial Board
FROM: Mayor Ed Menk; Jim Thoreen, Brainerd City Administrator
RE: 2/5/17 Editorial Regarding South Sixth Street



www.ci.brainerd.mn.us

On behalf of the Brainerd City Council thank you for the opportunity to review the Dispatch Editorial referenced above. Our intent today is to exchange information and perspectives regarding this major city improvement slated for 2018. Our discussion is based on these basic premises:

- The City desires 21st century responses to needs for all current and, to the extent predictable, future modes of transportation.
- Safe travel for all citizens and visitors to the community.
- Achieve our transportation goals within the confines of available funding from all sources.

We offer these perspectives to the Editorial Board with full respect for the obligations it has to convey to Dispatch readers opinions which the Board believes critical to local issues. Today we ask to focus on several aspects of the February 5, 2017 editorial which concludes with:

"It's not too late to return South Sixth Street to an inviting gateway to our historic downtown."

Questions regarding assertions in the above sentence:

- The "returning" to an inviting gateway presupposes that South 6th was once just that, an inviting gateway. When was that the case from the Dispatch perspective? And how is an "inviting gateway" defined?
- "It's not too late..." is correct in that any project not yet in construction phase can be reconsidered. But at what price? At what cost to what stakeholders? What, if any, relationships are to some degree jeopardized, or worse, harmed because of delays?
- "Historic downtown" as it is in 2017 is not the draw it once was. Anecdotal reflections from long-time community members depict a marvelous downtown comprised of vibrant small shops, a theater, a railroad depot, department stores, hotels, a variety of local service vendors and a "small town" feel. Many, if not most, rural Minnesota communities have lost that same depiction and would love to bring it back. Did South Sixth Street of bygone years add to or detract from that bucolic setting? Did "pre-bypass" Friday and Sunday night traffic jams add to or detract from our downtown business?

We offer to the Editorial Board some facts which may serve as conversation material:

1. MnDOT District 3 engineers have informed the City that the plans developed to date for MnDOT purposes cannot be changed without major disruption to construction schedules or cost factors or both. MnDOT prepared plans as directed by the City Council in 2015. The plans are 70% complete with challenges as it is to meet bidding deadlines for this major project.
2. City Engineer Jeff Hulsether advises us that design of the major sanitary sewer, water, storm sewer and other utilities is approximately 90% complete based on the approved 2015 design.
3. Attached is a list of average daily traffic counts (ADT) from quite familiar Minnesota communities. Most of the counts are from 2015; we believe MnDOT traffic counting procedures may be conservative by the nature of how and when the counts are taken. While traffic counts are only one factor in street design, numbers are critical. Delineation of truck vs. automobile vehicle numbers is an unreported aspect of ADT but is also a critical consideration.

The City of Brainerd respects the ability and responsibility of media to put forth editorial content as viewed through the eyes of this Editorial Board. Agreement with one another is not a prerequisite to effective communication. Indeed, editorial disagreement with choices made by local government does not hinder the job of either elected or appointed officials. Rather, it gives pause when appropriate, and creates "heartburn" for our local decision makers at other times. Divergence of opinion and expression of it is one of the hallmarks of the First Amendment.

Let's talk.

REPRESENTATIVE TRAFFIC COUNTS

The Council may find useful some comparative information from other Minnesota cities as detailed on the MnDOT ADT (average daily traffic count) website. A comparison with selected cities:

CITY	LOCATION	ADT ('14 or '15 data)
<u>Brainerd</u>	Washington @ 6 th Street	23,900
	Washington @ NE 4 th Ave.	26,500
	Washington @ SW 4 th (Walgreens)	29,500
	College Drive on River Bridge	12,300
	South Sixth at Buffalo Hills Lane:	12,300
	South Sixth at Willow Street:	12,300
	South Sixth at Oak Street:	10,500
	South Sixth at Washington:	10,500
<u>Baxter</u>	MN 371 to Excelsior Rd.	30,500
	MN 210 @ 371	22,800
	MN 371 @ Co. Rd. 77	21,500
<u>Bemidji</u>	MN 197** along Lake Bemidji	23,300
	MN 197 @ Bemidji State U.	15,100
	MN 197 @ U.S. 71	15,800
	MN 197/U.S. 2 @ Airport	17,600
	MN 197 @ Paul & Babe	17,800
<i>** MN 197 in Bemidji is the old U.S. 2; roadway at this point is separated into 2 one-way streets</i>		
<u>Alexandria</u>	I-94 @ MN 29	20,200
	Highest Downtown Count	16,000
	Highest In-City Count	21,100
<u>Little Falls</u>	U.S. 10 @ MN 27	18,800
	MN 27 @ Downtown Main. Inter.	11,600
<u>Moorhead</u>	U.S. 10 @ U.S. 75	16,600
	U.S. 75 @ I-94	27,000
<u>St. Cloud</u>	Downtown Division Str. Bridge	30,000
	U.S. 10 @ MN 23 Cloverleaf	25,600
	MN 15 @ Cross Roads Mall	36,000

Willmar

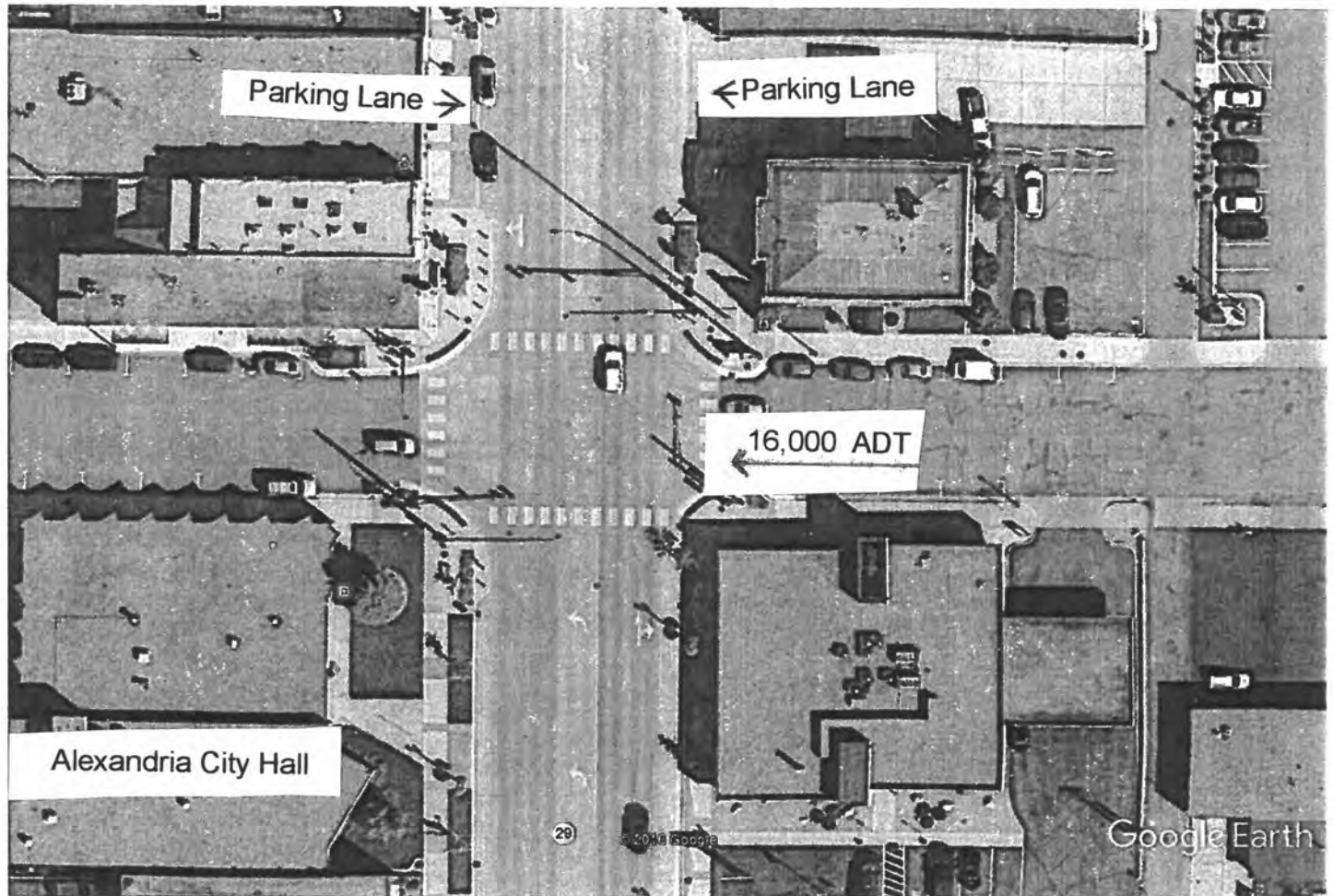
U.S. 12 @ Old 71	15,800
Highest In-city Count	18,500

Worthington

I-90 @ U.S. 59	11,500
Highest Downtown Count	13,700

**Alexandria
Complete Streets
Project 2014**

2 So. Bd. Center 2 No. Bd.
Lnes Turn Ln. Lnes.



Google Earth

feet
meters

MN Hwy. 29

200

70



RESOLUTION
NO. 54:15

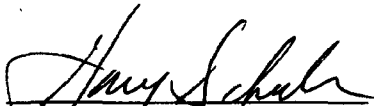
A RESOLUTION FOR LAYOUT APPROVAL

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project 1814-06 on Trunk Highway 371B, from Joseph Street to Highway 210 within the City of Brainerd for Highway 371B improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167; and

WHEREAS, said final layout is on file in the District 3 Minnesota Department of Transportation office, Baxter, Minnesota, being marked as Layout No. 1 S.P. 1814-06, from R.P. 5+00.402 to 6+00.526; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRAINERD, that said final layout for the improvement of said Trunk Highway within the corporate limits be and is hereby approved.

Adopted this 7th day of December, 2015


GARY SCHEELER
President of the Council

Approved this 8th day of December, 2015


EDWIN L. MENK
Mayor

ATTEST:


JIM THOREEN
City Administrator



Brainerd City Council Agenda Request

8A

Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Improvement 14-01; 14-03 & 16-13 Hearings

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☒ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 10 minutes
Summary of Issue: The City Council set Public Hearings for 7:30 p.m., Tuesday, February 21st, to consider improvements on Oak Street (14-01); Jackson Street (14-03); and Buffalo Hills Lane (16-13). The improvements on Jackson Street and Buffalo Hills Lane are proposed to be partially assessed to adjacent property owners and the improvements on Oak Street are corrective in nature and not proposed to be assessed. The purpose of this Public Hearing is to determine if there is need for the improvements and if they should be constructed as proposed in the Feasibility Reports.	
Alternatives, Options, Effects on Others/Comments: Notices of the hearing have been sent to all properties that are proposed to be assessed for the improvements. Each notice contains a property specific estimate of the potential assessment. This is not the time for property owners to contest the amount of an estimated assessment. When the project is completed and the final project costs are determined the actual proposed assessment amount will be calculated. Another Public Hearing will be held during the second Council meeting in the month of October for the purpose of considering and adopting the proposed assessments.	
Recommended Action/Motion: Upon completion of the Public Hearing, staff is recommending that the Council adopt the attached Resolution ordering the Improvements, Approving Plans and Specifications, and Ordering Advertisement of Bids with bids being returnable until 10:00 a.m., March 24, 2017. The bids will be tabulated and referred to the City Council for award at the April 3, 2017 meeting.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ unknown Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u> The cost of the improvement will be covered by the requested advance in State-Aid funding.	

NOTICE OF HEARING ON IMPROVEMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on February 20, 2017 to consider making the improvement as described below pursuant to Minnesota Statute Sections 429.011 to 429.111:

IMPROVEMENT 14-03

Street Resurfacing – Removals, Grading, Aggregate Base, Bituminous, Concrete Curb and Gutter, and Concrete Walk

Jackson Street from NW 4th Street (CSAH 20) to Brainerd/Baxter City Limits

The area proposed to be assessed is the property abutting said streets and alleys.

The estimated cost of such improvements is \$389,918.

IMPROVEMENT 16-13

Street Resurfacing – Removals, Grading, Aggregate Base, Bituminous, Concrete Curb and Gutter, and Concrete Walk

Buffalo Hills Lane from S 6th Street (TH 371B) to South Graydon Avenue.

The area proposed to be assessed is the property abutting said streets and alleys.

The estimated cost of such improvements is \$396,630.

IMPROVEMENT 14-01

Mill and Overlay – Aggregate Base Bituminous, Concrete Curb and Gutter, and Concrete Walk

Oak Street from S 6th Street (TH 371B) to SE 19th Street

None of the project costs are proposed to be assessed.

The estimated cost of such improvements is \$643,133.

Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting.

Any individual needing special accommodations please call 828-2307.

Dated: February 7th, 2017



Jim Thoreen
City Administrator

Publish Brainerd Dispatch February 10, 2017 and February 17, 2017

RESOLUTION
NO. _____

**RESOLUTION ORDERING IMPROVEMENT, APPROVING PLANS AND
SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, a motion by the City Council passed on the 6th day of February, 2017, fixed a date for a Council hearing on the proposed improvements listed below; and

WHEREAS, the City Engineer has prepared plans and specifications for the improvements of the following described project:

IMPROVEMENT 14-03

Street Resurfacing

Jackson Street from NW 4th Street (Riverside Drive) to Brainerd/Baxter City Limits

IMPROVEMENT 16-13

Street Resurfacing

Buffalo Hills Lane from S 6th Street (TH 371B) to Graydon Avenue

IMPROVEMENT 14-01

Mill and Overlay

Oak Street from S 6th Street (TH 371B) to SE 19th Street

WHEREAS, such plans and specifications have been presented to the Council for approval;

WHEREAS, ten days' mailed and two weeks' published notice of the hearing was given and the hearing was held thereon on the 21st day of February, 2017, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, at said hearing there was available a reasonable estimate of the amount to be assessed and a description of the methodology, in the form attached hereto as Exhibit A:

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

1. Said improvements are necessary, cost-effective, and feasible as detailed in the feasibility reports.
2. Said improvements are hereby ordered as proposed in the Council motion on the 21st day of February, 2017.
3. City Engineer Hulsether is hereby designated as the engineer for these improvements. He shall prepare plans and specifications for the making of such improvement.
4. The City Council declares its official intent to reimburse itself for costs of the projects from proceeds of bonds, which are expected to be issued in the maximum principal amount of \$1,380,000

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

1. Such plans and specifications, a copy of which is on file at the offices of the City Administrator and the City Engineer, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published, shall specify the work to be done, shall state that bids will be received by the City Administrator until 10:00 a.m. on March 24, 2017, at which time they will be publicly opened in the Council Chambers of the City Hall by the City

Administrator and City Engineer, will then be tabulated, and will be considered by the Council at 7:30 p.m. on April 3, 2017, in the Council Chambers of the City Hall, Brainerd, Minnesota. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for five (5) percent of the amount of such bid.

Adopted this ____ day of _____, 201__

DAVE PRITSCHET
President of the Council

Approved this _____ day of _____, 201__

EDWIN L. MENK
Mayor

ATTEST:

JAMES M. THOREEN
City Administrator

EXHIBIT A
IMPACT OF ASSESSMENTS
CITY OF BRAINERD
IMPROVEMENT NO. 14-03

Available at Hearing Held February 21, 2017

The impact of the improvement is to provide necessary and desirable facilities for public use. The impact of the assessments for the improvement is to make benefited properties and their owners responsible for paying the costs of the improvement over time, not the public at large. The extent of the impact of the assessments depends upon the amount assessed.

A reasonable estimate of the total amount assessed is \$51,510. This estimate is approximately 50% of the street resurfacing costs. The City reserves the right when actually levying assessments to assess up to the full costs of the improvement, which may exceed estimates available at the time of the hearing on the improvement.

The following is a description of the methodology the City intends to use to calculate individual assessments for affected parcels on Improvement 14-03: front footage. The City reserves the right when actually levying assessments to modify or depart from this methodology to the extent the City deems appropriate.

JACKSON STREET PROPERTY OWNERS

Property Owner	Address 1	Address 2	PID	Legal	Addition	Location	FRONT FOOTAGE	SIDEYARD DED.	ASSESSABLE FOOTAGE	EST. ASSESSMENT RATE	ASSESSMENT TO PRIVATE PROPERTY	SIDEYARD	CITY PROPERTY
PROFESSIONAL AUTO, LEASING INC	703 WEST WASHINGTON ST	BRAINERD MN 56401	0919800P0072009	LOTS 7 & 8 BLOCK P	WEST BRAINERD		140	70	70	\$ 34.00	\$ 2,380.00	\$ 2,380.00	
HAGLIN, TIMOTHY M & LADONNA A	13754 TWO MILE RD	BRAINERD MN 56401	0919800T0120009	LOT 12 BLOCK T	WEST BRAINERD		140	70	70	\$ 34.00	\$ 2,380.00	\$ 2,380.00	
HAGLIN, TIMOTHY M & LADONNA A	13754 TWO MILE RD	BRAINERD MN 56401	0919800T0010009	LOT 1 BLOCK T	WEST BRAINERD		140	70	70	\$ 34.00	\$ 2,380.00	\$ 2,380.00	
S&K CAPITAL INVESTMENTS LLC	5350 PINE BEACH RD	BRAINERD, MN 56401	0919800O0070009	LOT 7 BLOCK O	WEST BRAINERD	624 5TH ST NW	140	70	70	\$ 34.00	\$ 2,380.00	\$ 2,380.00	
ROCK, RODNEY L & SUSAN	PO BOX 432	BEMIDJI, MN 56619	0919800Q0072009	LOT 7 THRU 12 BLOCK Q & ADJ N'LY 1/2 OF VACATED ROBER	WEST BRAINERD	602 JAMES ST	140		140	\$ 34.00	\$ 4,760.00	\$ -	
PAUL BUNYAN, ARBORETUM INC	P O BOX 375	BRAINERD MN 56401	0919800U0072009	LOT 7 BLOCK U AND ALSO THE S. 1/2 OF THE ADJACENT VAC	WEST BRAINERD		66		66	\$ 34.00	\$ 2,244.00	\$ -	
WESTGATE MALL REALTY GROUP LLC	911 E COUNTY LINE RD STE 203	LAKEWOOD, NJ 08701	0919800J000V009	ALL OF BLOCK K, BLOCK J, AND BLOCK R, ALSO WITH THE VAC	WEST BRAINERD		261		261	\$ 34.00	\$ 8,874.00	\$ -	
BRAINERD AMATEUR HOCKEY FOUNDATION	PO BOX 38	BRAINERD, MN 56401	091020020020009	LOT 2 BLOCK 2 EXC S 40 FT OF N 185 FT OF E 30 FT THEREOF.	ARENA ADDN TO THE CITY OF BRAINERD		696	348	348	\$ 34.00	\$ 11,832.00	\$ 11,832.00	
TEAGAR, LORRAINE D	701 7TH ST NW	BRAINERD MN 56401	0919800U0010009	LOT 1 BLOCK U	WEST BRAINERD	701 7TH ST NW	140	70	70	\$ 34.00	\$ 2,380.00	\$ 2,380.00	
TJV LLC	623 4TH ST NW	BRAINERD, MN 56401	0919800O0032009	LOTS 3 THRU 6 INCLUSIVE BLOCK O	WEST BRAINERD		140		140	\$ 34.00	\$ 4,760.00	\$ -	
FROMM, JOLENE & DANIEL	1251 MAYO RD	FORT RIPLEY MN 56449	0919800P0060009	LOT 6 BLOCK P	WEST BRAINERD	623 5TH ST NW	140	70	70	\$ 34.00	\$ 2,380.00	\$ 2,380.00	
ROCK, RODNEY L & SUSAN	PO BOX 432	BEMIDJI, MN 56619	0919800Q0042009	LOT 4 THRU 6 INCL BLOCK Q	WEST BRAINERD		140		140	\$ 34.00	\$ 4,760.00	\$ -	
						Assessable Footage	2283.00	768.00	1515.00		\$ 51,510.00	\$ 26,112.00	0.00
PRELIMINARY Assessment Cost	CONSTRUCTION COST	ENGINEERING	TOTAL CONST. COST	% OF TOTAL	ASSESSABLE COST	ASSESSMENT RATE					\$ 77,622.00	\$ 26,112.00	
JACKSON STREET RESURFACING	\$ 203,323.75	\$ 40,664.75	243,988.50	63%	\$ 76,837.72								
SIDEWALK COST	\$ 108,558.00	\$ 21,711.60	130,269.60	33%	\$ -								
STORM SEWER	\$ 13,050.00	\$ 2,610.00	15,660.00	4%	\$ -								
TOTAL	\$ 324,931.75	\$ 64,986.35	\$ 389,918.10	100%	\$ 76,837.72	\$ 33.66	\$ 34.00	Use					
FINAL Assessment Cost	TOTAL CONST. COST	ENGINEERING/CONT	TOTAL CONST. COST	% OF TOTAL	ASSESSABLE COST	ASSESSMENT RATE							
JACKSON STREET				0%	\$ -								
STORM SEWER				0%	\$ -								
ADA/City				0%	\$ -								
TOTAL	\$ -	\$ -	\$ -	0%	\$ -	\$ -							

EXHIBIT A

IMPACT OF ASSESSMENTS CITY OF BRAINERD IMPROVEMENT NO. 16-13

Available at Hearing Held February 21, 2017

The impact of the improvement is to provide necessary and desirable facilities for public use. The impact of the assessments for the improvement is to make benefited properties and their owners responsible for paying the costs of the improvement over time, not the public at large. The extent of the impact of the assessments depends upon the amount assessed.

A reasonable estimate of the total amount assessed is \$81,536. This estimate is approximately 50% of the street resurfacing costs. The City reserves the right when actually levying assessments to assess up to the full costs of the improvement, which may exceed estimates available at the time of the hearing on the improvement.

The following is a description of the methodology the City intends to use to calculate individual assessments for affected parcels on Improvement 16-13: front footage. The City reserves the right when actually levying assessments to modify or depart from this methodology to the extent the City deems appropriate.

BUFFALO HILLS LANE PROPERTY OWNERS

Property Owner	Address 1	Address 2	PID	FRONT FOOTAGE	SIDEYARD DED.	ASSESSABLE FOOTAGE	EST. ASSESSMENT RATE	ASSESSMENT TO PRIVATE PROPERTY	SIDEYARD	CITY PROPERTY
BUFFALO HILLS TOWNHOMES OWNERS ASSC	8782 GOLDEN POND DR	BRAINERD MN 56401	092370010060009	140		140	\$ 28.00	\$ 3,920.00	\$ -	
VOELLER, GLADYS B & CAROL J MILLER	2244 SPRUCE DR	BRAINERD MN 56401	096000010220889	55		55	\$ 28.00	\$ 1,540.00	\$ -	
MANION, MICHAEL & SHARON	504 E BUFFALO HILLS LN	BRAINERD, MN 56401	09224001001A009	70		70	\$ 28.00	\$ 1,960.00	\$ -	
BACKSTROM, JEROLD H & MARGEE L	2234 SPRUCE DR	BRAINERD, MN 56401	09602001009Y009	55		55	\$ 28.00	\$ 1,540.00	\$ -	
EDMUNDS, MICHAEL A & KATHLEEN	517 BUFFALO HILLS LN E	BRAINERD, MN 56401	09185003012D009	138		138	\$ 28.00	\$ 3,864.00	\$ -	
EVANGELICAL LUTHERAN GOOD SAMARITAN CITY OF BRAINERD	100 BUFFALO HILLS LN 501 LAUREL ST	BRAINERD, MN 56401	092140010010009	542		542	\$ 28.00	\$ 15,176.00	\$ -	
REITHER, RANDALL LEE & KAREN L	2131 GRAYDON AVE	BRAINERD MN 56401	060354100A00009	50		50	\$ 28.00	\$ 1,400.00	\$ -	\$ 1,400.00
EVANGELICAL LUTHERAN GOOD SAMARITAN	100 BUFFALO HILLS LN	BRAINERD, MN 56401	091550000130009	140	70	70	\$ 28.00	\$ 1,960.00	\$ 1,960.00	
FRICK, LAWRENCE J JR & CAROLYN POPE	2232 SPRUCE DR	BRAINERD, MN 56401	092140010020009	390		390	\$ 28.00	\$ 10,920.00	\$ -	
CITY OF BRAINERD	501 LAUREL ST	BRAINERD MN 56401	09602001008B009	110		110	\$ 28.00	\$ 3,080.00	\$ -	
CAUGHEY, RUSSELL L JR & KATHRYN	3234 COUNTY ROAD 121	BRAINERD MN 56401	060363300800009	1318		1318	\$ 28.00	\$ 36,904.00	\$ -	\$ 36,904.00
DK INVESTMENTS LLC	1107 6TH ST S	BRAINERD, MN 56401	092240010110009	175		175	\$ 28.00	\$ 4,900.00	\$ -	
CITY OF BRAINERD	501 LAUREL ST	BRAINERD MN 56401	040012100C00009	208		208	\$ 28.00	\$ 5,824.00	\$ -	
LDS CHURCH, REAL ESTATE DIV RE: 520	50 E NORTH TEMPLE	SALT LAKE CITY UT 84150	09185003012F009	152		152	\$ 28.00	\$ 4,256.00	\$ -	
WORMS, BARBARA R	2248 SPRUCE DR	BRAINERD MN 56401	092130010010009	322		322	\$ 28.00	\$ 9,016.00	\$ -	
SVIR, LARRY E & MARY L	2240 SPRUCE DR	BRAINERD MN 56401	096000010230889	50		50	\$ 28.00	\$ 1,400.00	\$ -	
BYE, CONRAD & CAROL	P O BOX 565	BRAINERD, MN 56401	09602001009A009	55		55	\$ 28.00	\$ 1,540.00	\$ -	
EVANGELICAL LUTHERAN GOOD SAMARITAN	100 BUFFALO HILLS LN	BRAINERD, MN 56401	09185003012G009	150	75	75	\$ 28.00	\$ 2,100.00	\$ 2,100.00	
SIMON, JOSEPH J & JOYCE M	502 BUFFALO HILLS LN E	BRAINERD, MN 56401	092140010030009	387		387	\$ 28.00	\$ 10,836.00	\$ -	
			092240010010009	70		70	\$ 28.00	\$ 1,960.00	\$ -	
				4577.00	145.00	4432.00		\$ 124,096.00	\$ 4,060.00	\$ 38,304.00
PRELIMINARY Assessment Cost	TOTAL CONST. COST	ENGINEERING	TOTAL CONST. COST	% OF TOTAL	ASSESSABLE COST	ASSESSMENT RATE				
BUFFALO HILLS LANE RESURFACING	\$ 296,690.75	\$ 59,338.15	\$356,028.90	90%	\$ 121,531.31	\$ 27.42				
STORM SEWER	\$ 23,200.00	\$ 4,640.00	\$27,840.00	7%	\$ -					
SIDEWALK	\$ 10,634.50	\$ 2,126.90	\$12,761.40	3%	\$ -					
TOTAL	\$ 330,525.25	\$ 66,105.05	\$396,630.30	100%	\$ 121,531.31		\$ 28.00 Use			
FINAL Assessment Cost	TOTAL CONST. COST	ENGINEERING/CONT	TOTAL CONST. COST	% OF TOTAL	ASSESSABLE COST	ASSESSMENT RATE				
BUFFALO HILLS										
STORM SEWER										
ADA/City										
WATER										
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				



Brainerd City Council Agenda Request

8B
Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Summary of Council/Dept. Head Retreat

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title):	Estimated Time Needed: 5 minutes
Summary of Issue: On Saturday, February 11 the full council, Mayor Menk, and most of the city's department heads participated in a retreat at Essentia Hospital Meeting rooms. Facilitator Bruce Miles compiled the results of the various exercises and discussions. Attached is the full report, which will serve as a launching point for review and progress evaluation during the course of 2017 and beyond.	
Alternatives, Options, Effects on Others/Comments: The comment section of the report, pages 6-8, reflect the positive, energetic reception to the issues which were defined and the solutions brought forward. Page 4 is much of the big take-away: Vision: 5 year period wherein the top issues are ranked. Priorities: Beginning with "Better Branding", the priorities flow to three closely ranked.	
Recommended Action/Motion: The Administrator will bring to one Council meeting per month a brief reminder of the Vision and Priorities, in order to assess how the Council and Management are tracking these intentions; How Are We Doing?	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



**City of Brainerd • Council & Department Heads • 12:30-5:00
February 11, 2017 • Essentia Health / St. Joe's Medical Center
Session Results**

Identification of Recent Successes & Issues

- Outcome Diagnosis Page 1

Identification of Beliefs re: Practices & Work

- Beliefs - Council & Department Heads Page 2
- Designing Desired Parameters Page 3

Consider Vision & Priorities for Next Five Years

- Vision & Priorities Page 4

Review Roles & Responsibilities: Current & Future Items

- Categories of Future Work Page 5

Session Evaluation Summary

- Individual Comments Pages 6 - 8



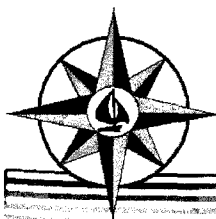
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City of Brainerd • Council & Department Heads • 12:30-5:00
February 11, 2017 • Essentia Health / St. Joe's Medical Center
Recent Successes & Issues

	Positive	Less Than Positive
Intended	1) Purchasing Hydro Dam 2) Increase Fund balance 3) Development 4) Fire Department Restructuring 5) Trail Development/Expansion 6) IT Advancements 7) Better use of Fiscal & Human Resources 8) New Homes in Brainerd Oaks/Paxmar Development 9) Airport Utility Extension 10) Local Option Sales Tax extension 11) Capital Improvements 12) Foot patrol downtown 13) Working with MnDOT on S 6th 14) Brainerd Riverfront/Trails 15) Working on 5-year capital plan 16) Downtown Grant 17) BLADEC 18) Newsletter 19) Community Survey	1) Possible Annexation of BPU 2) Downtown Mall 3) Facility Issues 4) Perception by Community 5) Relationship with Baxter 6) Airport Costs 7) Cost to get Hydro Dam operational 8) Industrial Park lack of Development 9) Communication with Public (i.e. codes) 10) Technology Challenges-room for improvement 11) Communication between staff/community 12) Charter update 13) Legislative relationships
Unintended	1) Rotary Park 2) Dollars for native plot 3) Downtown Investments 4) Miracle Field & Dog Park 5) BIC Redevelopment 6) NP Space 7) New Single Family Homes being built 8) Brainerd Hotel interest 9) History Work 10) Possible Annexation of BPU 11) Drop in Unemployment Rate 12) Council Climate/dynamics 13) NJPA	1) Brainerd Riverfront 2) 5 year capital plan not organized 3) Perception by Community 4) Tax capacity 5) Economic slowdown 6) Brainerd/Baxter tax differences 7) Compensation System 8) Staffing challenges-pay issues 9) College Drive damage 10) South 6th Street Improvements being readdressed 11) Comp Plan Update awareness 12) Capital Needs 13) Brainerd being poorest city in MN 14) Quality of Housing options/availability 15) Rental vs Home ownership ratio 16) Trust issues



City of Brainerd • Council & Department Heads • 12:30-5:00

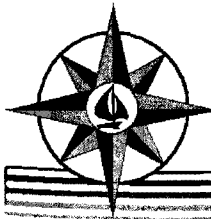
Beliefs Worksheet

Your Beliefs: How You Should Treat Each Other

- Open-minded
- Open communication style, not declarative
- Enthusiasm & positive attitude
- Work as a team member
- Acknowledge boundaries
- Mutual respect, trust & honesty
- Upfront about what you say & why
- Assume others have good intent
- Respectful of staff time & work duties
- Differing opinions are just that – not right or wrong
- Council members redirect concerns & issues to staff
- Give appreciation when due & own mistakes when made
- Ask about situation details before you make up your mind
- Data privacy concerns when addressing questions & issues
- Don't expect that others know & understand the details or process of what is being considered
- Good listening skills
- Objective & friendly
- Let it go
- Fairly & professionally
- No ambush
- Truthfulness
- Acknowledge boundaries
- Open-minded
- Respect the majority

Your Beliefs: How You Should Do Your Work

- No preconceived or political motivations
- Listen to all sides before deciding
- With humility & pride
- Do not take it personally – thick skin
- Efficiently, ethically & confidentially
- Do your homework & be prepared for meetings
- 1st, do no evil – weigh the consequences
- Without fear of bringing up or accepting ideas
- Justify position & actions
- Within parameters, policies & procedures
- Accepted, supported, encouraged, valued
- Give appreciation when due & own mistakes
- Do your work as if it matters, because it does
- Evaluate processes & workflows to streamline
- We are all human mistakes can happen – no ridicule or punishment
- Transparently & timely
- Detailed & thoroughly
- Objective
- Based on what is best for the City
- Give your best always
- Trust & honesty
- Innovative & think outside the box
- Open to feedback
- Open collaboration
- Feel as if we are on the same team
- Trust that others will do their part
- Support each other



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City of Brainerd • Council & Department Heads • 12:30-5:00
Designing Desired Parameters

Respect & Trust

**Innovation &
Future-Focused**

***Effective
Leadership,
Meetings & Council
Work***

**Communication,
Objectivity &
Compromise**

**Appreciation of
All Work Done
For The City**



City of Brainerd • Council & Department Heads • 12:30-5:00

Vision & Priorities

Step #1: Write items for your new Vision here.

In five years, we will have developed, delivered, & be recognized for...

- Improve housing quality (12)
- ID what Brainerd is – Parks, neighborhoods, schools, history, young, family-friendly (9)
- Preserving the character & history of Brainerd while creating a functional, welcoming space for delivering city services (7)
- Sights & recreational opportunities (Riverfront, trails, parks, etc.) (6)
- Redeveloped residential by block (4)
- Expand / create a Convention Center – More opportunities (4)
- Shops & restaurants that make Brainerd a destination, not a label (2)
- Good place to raise a family (2)
- Positive public opinion in our community & throughout MN (2)

Step #2: Identify between 4 & 6 near-term Priorities to get there.

- 1) Better branding of Brainerd – one voice & visuals from all (9)
- 2) IT investments (8)
- 3) Comprehensive plan as our road map (8)
- 4) Collaboration w/ BLADEC, HRA & high-quality professional for young family housing, townhomes, etc. (8)
- 5) Positively change our image as a great place to live & do business (7)
- 6) Facility study & inventory to know where we are (4)



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City of Brainerd • Council & Department Heads • 12:30-5:00
Three Types of Future Work

Implement

Learn & Review

Consider

1) Better branding

* EDA role, planning & zoning * Growth projections

2) IT investments

* Strategies for public
information &
communication

* Recruitment, succession
planning, compensation

3) Comprehensive plan

* Housing – What is our role,
& what can we do?

* Stable financial planning

**4) Collaborate w/ HRA,
BLADEC &
developers**

* Incentive programs for
housing & business
development

* East side hotel & development

**5) Positively change our
image**

* ID businesses that fit our
needs & go after them

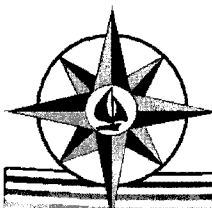
* Will we be able to afford the
cost of growth?

**6) Facility study &
inventory**

* Work with our neighbors –
shared services?

* Long-term maintenance

* Block by block
redevelopment opportunities



City of Brainerd • Council and Department Heads Retreat February 11, 2017 • Essential Health / St. Joe's Medical Center

1) What was good & productive about this session?

- Well organized
- We had good communication and everyone was open to suggestions
- I feel the session was very productive – the conversations that started have been very beneficial
- The positivity and collaboration that occurred between staff and council
- The staff and city council working together and having fun
- The sharing of many ideas and thoughts
- Good job
- Great conversation and a respect for each other
- It was great to break out in groups
- The charts were great and so were the visual aids
- This was a very positive day
- It was organized
- The atmosphere and focus on the good and the bad
- The way each topic had the random mix of participants
- I appreciate the optimism shared by everyone in attendance
- The sharing of ideas with no negative comments
- The great discussion between staff and the council
- Good constructive dialogue
- Thought provoking ideas that should stimulate change and growth

2) What was your biggest discovery?

- Most of us are on the same page
- How we worked together at this retreat
- The willingness for council and departments to work together
- The depth and breadth of issues
- We all are pretty much on the same page overall
- The group was very open and productive
- The need to make sure these items get done
- How well we can work together
- That everyone will continue to identify the same goals and issues, but they never really want to do anything

- This group really wants to move forward, not just keep the status quo
- Better understanding of the council's desire to work "together"
- How much we agree
- We all have the best interest of the city in mind
- I can work with political leaders in the right setting

3) How would you improve this session?

- A small amount and more of your personal feedback during the session
- It was well done
- I liked how it all went
- We should have a plan for working on priorities before leaving the session
- Nothing much, don't let the day just go away – keep on moving
- Nothing
- Complete the white packet
- The great session
- Revisit the "learn and review"
- A little tighter schedule
- Ask the council members to consider being less dominating in the discussions
- The specific examples tied to more of the goals
- I can't think of anything
- More coffee
- Why improve a good session

4) What type of follow-up would be effective for you?

- A reminder to follow through on our priorities
- Some sort of reminder or a follow up to see if we are implementing or even remembering what we came up with
- A written follow up of the findings of the meeting
- Keep the input on the front burner instead of ignoring it like many of these sessions
- Continue the work we started today
- I think we need another session with facilitator to get us going in the right direction
- To condense it all into a packet so we don't forget it
- At least quarterly updates on where we are and where each initiative is
- Share this direction and guidelines with all of our committees and council
- Prodding – keeping a sense of measured promotion
- Bundle the items that can be bundled a plan a budget
- We should revisit this regularly – let's put timelines and targets for the work we identified
- I like the idea of continued follow ups at the council meetings
- Mini sessions or council work sessions on items to implement
- Constant reminding
- ½ hour at least once per month working on the future needs
- Feedback from the facilitator on how the projects can be implemented



Brainerd City Council Agenda Request

9A
Agenda Item #

Requested Meeting Date: February 21, 2017

Title of Item: Set Date for City Administrator Annual Review

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jim Thoreen	Department: City Administrator
Presenter (Name & Title): City Administrator Thoreen	Estimated Time Needed: 3 minutes
Summary of Issue: Like all staff, it is that time of year for my annual performance evaluation as well. The review will be conducted in a closed session after a council meeting pursuant to M.S. 13D.05, Subd. 3.	
Alternatives, Options, Effects on Others/Comments: The process I purpose is as follows: Evaluation forms will be e-mailed to each council member; completed forms will be returned to Council President Pritschet for summary/review. The results will then be discussed during the closed session.	
Recommended Action/Motion: Set a date for the City Administrator's annual performance evaluation. Suggested dates would be after the March 20th or April 3rd council meeting.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	