

CITY COUNCIL AGENDA

Brainerd, Minnesota

March 6, 2017

7:30 P.M.

Brainerd City Hall

Council Chambers

_____ D. Badeaux
_____ G. Johnson
_____ S. Hilgart
_____ J. Lambert
_____ K. Stunek
_____ K. Bevans
_____ D. Pritschet
_____ Mayor Menk

1. Call to Order – 7:30 P.M.
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Calendar (NOTICE TO PUBLIC) – All matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion (Roll Call)
 - A. Approval of the Minutes of the Regular Meeting held on February 21, 2017, as distributed
 - B. Approval of Licenses – (See Attachment)
 1. Contractor's Licenses – 2 - Renewals
 - C. Department Activity Reports – (See Attachments)
 1. Fire Chief
 2. Park Director
 - D. Adopt Resolution Approving Release of Contract for Private Development Related to Brainerd Oaks & Authorize Signatures of Release (See Resolution)
 - E. On Sale Liquor License Transfer – Gregg A. Gribbin dba Liquor Pigz Sports Bar Inc. to Isaac F. Carranza dba Big Dogs Bar LLC – Subject to Background Investigation, Fire Inspection and Satisfaction of All City Code Requirements

F. Temporary 3.2 Percent Malt Beverage (Beer) On Sale License Application – Submitted by Mid-Minnesota Builders Association for an event to be held March 31-April 2, 2017 at the Essentia Health Sports Center

6. Presentations:

A. Brainerd Community Action Annual Report – Holly Holm and Clem Belcher

7. Council Committee Reports

A. Safety and Public Works Committee Report

- 1. Sanitary Sewer System Presentation**
- 2. Adoption of Resolution Setting Connection Charges (Roll Call)**
- 3. BAHF Assessment Consideration**
- 4. Adoption of Resolution Requesting Transit Bus Replacement (Roll Call)**
- 5. Pavement Marking Agreement with Crow Wing County**
- 6. WBCC – Request Meeting to Discuss Non-motorized Transportation Plan Tier 1 Recommendations**

B. Personnel and Finance Committee Report

1. Approval of Bills & Payments to Contractors

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained</u>
S.E.H.	14-15	Appt Util Ext thru 1/31	\$15,942	\$0

- 2. POC Trainee/Probationary Pay Rate**
- 3. HR Intern – Approval to Hire with Funding from NJPA**
- 4. Street Department Capital Equipment Purchases**
- 5. Resolution to Close Out Bond Fund 308 (Roll Call)**
- 6. Notification of Budgeted Expenditures – Discussion of a Need for Policy**
- 7. 2018 Polling Places**
- 8. HRA Per Diem Discussion (Carryover from February 6, 2017 Meeting)**
- 9. 2018 Bonding Priorities**

8. Unfinished Business

A. Public Hearing – To consider Vacation of Portion of North 10th Street

1. Hold Public Hearing
2. Adoption of Resolution (Roll Call)

B. 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 – 1 term (Expire 2019)

Charter Commission – 1 term (Expire 2020)

Transportation Advisory Committee – 1 terms (Expire 2018)

9. New Business

A. Proposed Ordinance No. 1462 – An Ordinance Amending Brainerd City Code Section 1315 – Street Cleaning and Snow Removal – Hold First Reading of Ordinance and Set Public Hearing - Voice Vote

B. Set Date and Time for Riverfront Workshop

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. Brainerd Rental Board of Appeals - Residential Rental Housing Advocate Representative – Ms. Rachel Zetah - Terms to Expire 12/31/18 and subject to background check

14. Adjourn

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

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

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

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

Brainerd, MN
February 21, 2017

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:32 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 also noted as present.

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

MOVED AND SECONDED BY ALDERMAN BEVANS AND LAMBERT, DULY CARRIED, TO AMEND THE AGENDA BY MOVING SAFETY AND PUBLIC WORKS AGENDA ITEM NUMBER 7 - PLANNING COMMISSION - BUSINESS 371 LAYOUT, TO UNFINISHED BUSINESS.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA AS AMENDED.

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

- A. Approval of the Minutes of the Regular Meeting held on February 6, 2017, as distributed – Approved**
- B. Approval of Licenses – Approved**
 - 1. Contractor's Licenses – 1 New and 3 Renewals
- C. Department Activity Reports – Approved**
 - 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 - Approved**
- 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 - Approved.**
- 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 - 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:

Arboretum Annual Report

The Chair recognized Mr. Matthew Hill, the Executive Director of the Northland Arboretum. Mr. Hill shared the Arboretum's vision with the council which is: The Northland Arboretum will be the premier destination in Central Minnesota connecting people to the environment by promoting education and preservation, health and wellness, recreation and enjoyment for all. Mr. Hill shared some of the major upcoming events for the year. The major projects for the fiscal year are updating the garden where most of the weddings are held, and a new sign at the entrance of the Arboretum. Mr. Hill stated that the Arboretum is membership driven, and memberships start at \$25 a year for an individual, \$40 for a family. He distributed the financial information for the latest fiscal year and welcomed any questions from council. The Chair thanked him for his presentation.

Council Committee Reports

Personnel and Finance Committee Report

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

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				

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ADOPT THE APPROVAL OF BILLS, TRANSFERS OF FUNDS AND PAYMENTS TO CONTRACTORS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE.

Committee Chair Johnson explained that we were going to do an annual transfer to the airport rather than doing transfers monthly.

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

Employee Policy Manual Amendment for Department Head Health Care Saving Plan (HCSP) Contributions - Approved

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

Revised Performance Evaluation Form - Informational

Committee Chair Johnson reported staff has revised the performance evaluation form which will save staff time and will make the evaluations more useful.

Request to Hire Records Management Technician – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE INTERNAL POSTING FOR THE VACANT RECORDS MANAGEMENT TECHNICIAN, AND TO FILL THE POSITION WITH A SELECTED CANDIDATE TO BEGIN AS SOON AS POSSIBLE, CONTINGENT ON SUCCESSFUL PREEMPLOYMENT TESTING REQUIREMENTS, AS LONG AS THERE IS ONLY ONE INTERESTED CANDIDATE.

Police Officer Request to Hire - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE MAKING A CONDITIONAL JOB OFFER TO THE NEXT TWO AVAILABLE CANDIDATES CONTINGENT UPON SUCCESSFUL COMPLETION OF PREEMPLOYMENT TESTING REQUIREMENTS, WITH A STARTING DATE OF MARCH 20, 2017 OR SHORTLY THEREAFTER.

Request to Use DWI Forfeiture Funding – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE USE OF NOT MORE THAN \$5,800 OF DWI FORFEITURE FUNDS TO UPGRADE THE IN-SQUAD VIDEO SYSTEM IN SQUAD 416.

Fire Contract Formula for 2018 - Informational

Committee Chair Johnson shared the contract formula for 2018, noting that the amount to be allocated for 2018 decreased slightly.

Develop RFP for Facility Study - Approved

Committee Chair Johnson shared that we have \$28,000 in the 2017 budget to hire a consultant to do a study of all the City's facilities. The question at hand is do we go ahead with a study or use the money to start to fix some of the items identified by the volunteer committee last summer.

Mayor Menk spoke in favor of going forward with the RFP so that we have a plan. The study would give us a business plan which would allow us to prioritize and to work through our budget process to determine if we bond for the items, or use existing funds.

City Administrator Thoreen stated that sending the RFP is the initial step. The study will give the City a starting point for many things. He thanked the committee for the work they did last summer and discussed some of the short comings such as examining the actual components of the HVAC system which are in the ceiling of the building. The study would give us a blue print, along with possible solutions and estimated cost of all the potential issues for all our facilities.

Council Member Hilgart stated her concern is we do not have a blue print of how we would pay for what is expected to be an extensive list of items. When we put out an RFP and we get the study, we don't just want to put it on the shelf. We currently do know some items that need to be fixed and we could use the money for the study for those items instead. Hilgart doesn't dispute that we need a plan, but feels that we are jumping ahead by doing the study. We could pursue the study after more thoughtful consideration.

Council Member Johnson likes that idea of having a plan. There are some items that we may have to spend money on this year regardless if we get the study or not.

Council Member Stunek stated that for years that City has talked about our capital needs. We need to get some expertise to review our facilities, or we will never get caught up. We need to take a look at a bigger vision.

MOVED AND SECONDED BY ALDERMAN BEVANS AND JOHNSON TO DIRECT STAFF TO DEVELOP AN RFP FOR A FACILITY STUDY AND TO RETURN THE RFP TO COUNCIL FOR APPROVAL WITH A LIST OF POTENTIAL PEOPLE WHO IT WILL BE SENT TO IN TWO WEEKS.

Council Member Bevans stated the motion gives us an opportunity to prepare the RFP so we can see what we are asking for and who it will be sent to.

Members Bevans, Badeaux, Johnson, Lambert, Stunek and Pritschet votes "aye." Member Hilgart voted "nay." The Chair declared the motion carried.

Safety and Public Works Committee Report

Disposal of Bus #312 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO AUTHORIZE THE DISPOSAL OF BUS #312 AND TO RETAIN THE PARTS FOR SALVAGE.

Municipal Consent for CSAH 48 Project – Adopted per Resolution No.06:17

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, TO ADOPT RESOLUTION NO 06:17 APPROVING COUNTY PROJECT WITHIN MUNICIPIAL CORPORATE LIMITS AS PRESENTED.

Committee Chair Bevans stated this is a County project, we are giving consent to the County to do the portion of the project that is within the City limits.

RESOLUTION NO 06:17

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

Street Funding Bill Support - Adopted per Resolution No. 07:17

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, TO ADOPT RESOLUTION NO 07:17 SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS.

Committee Chair Bevans stated the resolution is in support of legislation that is making its way through the legislative process. The bill provides a \$10 surcharge on auto license fees that could potentially result in the City receiving an estimated amount of \$127,000 per year to be used for City streets.

RESOLUTION NO 07:17

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

Acquisition of Tax Forfeit Parcel - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO PURCHASE THE PIECE OF PROPERTY ASSOCIATED WITH RE CODE 080334400A00009, WITH A DESCRIPTION OF NORTH 30 FEET OF THE SOUTHWEST QUARTER OF SOUTHEAST QUARTER SECTION 33, TOWNSHIP 134, RANGE 28, IN THE AMOUNT OF \$4,000 TO BE PAID FROM THE CONSTRUCTION FUND.

Committee Chair Bevans stated this parcel is owned by Crow Wing County and we would use it for potential trails and road easements.

City Code Section 1315 Amendment related to Parking Restrictions during snow emergencies- Approve Holding the First Reading

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO SCHEDULE THE FIRST READING OF PROPOSED CHANGES TO CITY CODE SECTION 1315 AT THE MARCH 6, 2017 COUNCIL MEETING.

Committee Chair Bevans stated that the committee made a couple of suggestions to the proposed ordinance changes relative to defining the enforcement, and to clarify that any ordinance changes will not effective until the fall of 2017. Prior to the implementation, notification will be critical. We are trying to make our snow plowing more efficient. Committee Chair Bevans also stated that the public input and potential adoption would occur at the March 21, 2017 council meeting.

Request to Amend City Code Section 900 related to Animals and Bee Keeping – Approved Drafting of Potential Language Change

MOVED AND SECONDED BY ALDERMAN BEVANS AND LAMBERT, DULY CARRIED, TO DIRECT STAFF AND PLANNING AND ZONING TO DRAFT LANGUAGE FOR THE CITY COUNCIL TO CONSIDER PERMITTING BEE KEEPING IN A RESIDENTIAL AREA.

Unfinished Business

Resolution No. 08:17 Adopted – Ordering Improvement, Approving Plans and Specifications, and Ordering Advertisement for Bids for Improvements 14-03 Jackson Street; 16-13 Buffalo Hills Lane; and 14-01 Oak Street

City Engineer Hulsether provided an overview of the projects. All three projects are state aid eligible. Improvements 14-03 and 16-13 are the only projects that would be assessed and would be assessed in the same way as if we were reconstructing a local residential street. The purpose of tonight's public hearing is to get public input if the project is needed.

The Chair opened the Public Hearing for Improvement 14-03 Street Resurfacing Jackson Street from NW 4th Street (CSAH 20) to Brainerd/Baxter City Limits at 8:14 P.M.

The following citizens addressed the Council relating to the item:

Jamie Hukriede, representative for the Brainerd Amateur Sports Foundation operating out of the Essentia Health Sports Center. The organization supports the project but requests relief from the assessments since they are a non-profit entity. Mr. Hukriede provided a letter to council.

The Chair closed the Public Hearing at 8:21 P.M.

The Chair opened the Public Hearing for Improvement 16-13 Street Resurfacing Buffalo Hills Lane from S 6th Street (TH 371B) to South Graydon Avenue at 8:21 P.M.

The following citizens addressed the Council relating to the item:

Michael Edmunds, 517 Buffalo Hills Lane East, Brainerd. Mr. Edmunds asked questions on the timing of the project, detours and how assessments can be paid. City Engineer Hulsether provided answers to Mr. Edmund's questions.

The Chair closed the Public Hearing at 8:25 P.M.

The Chair opened the Public Hearing for Improvement 14-01 Mill and Overlay Oak Street from South 6th Street (TH 371B) to SE 19th Street at 8:25 P.M.

No one came forward.

The Chair closed the Public Hearing at 8:26 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, TO ADOPTED RESOLUTION NO. 08:17 – ORDERING IMPROVEMENT, APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR IMPROVEMENTS 14-03 JACKSON STREET; 16-13 BUFFALO HILLS LANE; AND 14-01 OAK STREET.

RESOLUTION NO 08:17

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO PUT THE REQUEST FOR RELIEF OF STREET ASSESSMENTS BY THE BRAINERD AMATEUR SPORTS FOUNDATION ON THE NEXT SAFETY AND PUBLIC WORKS AGENDA.

Summary of Council Retreat - Informational

City Administrator Thoreen thanked council members and staff for taking the time to meet on a Saturday for the retreat, and that we had great input from everyone involved. Mr. Thoreen stated that a summary of the retreat's outcome was provided in the packet. Staff will report at least once a month on the status of the initiatives from the retreat.

Council discussion was held regarding the process of notifying council on how budgeted but unspecified funds should be spent.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO REFER THE ITEM OF NOTIFICATION OF BUDGETED EXPENDITURES TO THE PERSONNEL AND FINANCE COMMITTEE TO DETERMINE THE NEED FOR A POLICY TO HANDLE SPENDING OF BUDGETED FUNDS THAT ARE NOT SPECIFICALLY IDENTIFIED.

Call for Applicants – Informational:

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)*

Business 371 Layout Reconsideration as Requested by Planning Commission – Informational

City Administrator Thoreen reviewed the information provided in the packet which was an e-mail from the City Administrator informing the council of the Planning Commission's unanimous vote to request the council to reconsider the Business 371 design. Also, included in the packet, was the information provided to the Brainerd Dispatch Editorial Board at a meeting last week to give another prospective on the status of the project. In December 2015, the council passed a resolution to direct MnDOT to go forward with the plans and specifications on the layout approved by council in the resolution.

City Engineer Hulsether also discussed the resolution passed in December 2015. Mr. Hulsether stated his research is that the resolution of municipal consent approving the final layout is a binding agreement, and referred the issue of the City's ability to rescind the action to the City Attorney.

City Attorney Langel addressed the council. He stated that the statute at issue provides timeframes for the process. The statute addresses the timeframe for when MnDOT provides the final lay out to the City, and a timeframe for the City to take action on the layout. Based on the City's action the next step occurs and on down the line. This all took place in 2015. The City Attorney does not see in statute where the City would have any authority to reverse course and reconsider their prior action.

Council Member Bevans stated we asked and received a lot of public comment on this project. Any public comment is always welcomed on the project regardless if it can be changed or not.

The Chair opened the meeting for Public Comment.

The following citizens spoke to the issue:

Ed Shaw, 521 North 9th Street, Brainerd.
Laura Rathe 15847 Old Stonebridge Trail, Brainerd.

The Chair close the public comment at 8:47 P.M.

New Business

Set Date for City Administrator Performance Evaluation

The Council discussed the process. The new form will be sent out to council members with a timeframe to return the completed forms to the Council President.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO SCHEDULE THE CITY ADMINISTRATOR'S PERFORMANCE EVALUATION DURING THE MARCH 20, 2017 COUNCIL MEETING.

Public Forum:

The Chair recognized Mr. Brian Wallin, the Chair of the Governmental Affairs Committee for the Greater Lakes Association of Realtors. Mr. Wallin extended an invitation to council members, staff, and the public, to an event called "Coffee with the Brainerd City Council." The purpose of the event is to discuss current real estate issues facing the City. Topics include but are not limited to affordable housing, property values, and the comprehensive plan. The hope is to open the lines of communication between the local government, the public, and the real estate community. The event is scheduled for March 2nd from 6 P.M. - 7 P.M. at the Greater Lakes Association of Realtors office at 15344 Pearl Drive, Baxter.

The Chair closed the public forum at 8:54 P.M.

Staff Reports – Verbal

City Planner Ostgarden reported last Thursday the planning department held a focus group with about seven to eight realtors present. The meeting was held to get information for the comprehensive plan update. The group discussed several questions regarding real estate issues in the city of Brainerd. Mr. Ostgarden will get the information from the focus group to council members prior to the March 2nd event.

Council Member Johnson asked a question regarding the bonding priorities for 2018 included on the City Administrator's report. City Administrator reported the topic will be on the next personnel and finance committee agenda.

City Administrator Thoreen shared that city staff is working on a couple of property issues in the downtown area. We are working the City Attorney and information will be brought to the Council in the future.

Council Member Reports

Mayor Menk stated that there are a lot of things going on in our community. There are 15 places to eat within five blocks of City Hall and the great impact of this is not always recognized by our City.

Council Member Badeaux noted the last two weekends there have been basketball tournaments going on in our City. He thanked everyone involved.

Council Member Lambert noted there is still a need for volunteers for the Memorial Day celebration. Meetings will be held the 2nd Wednesday of every month until Memorial Day at 7:00 P.M. at the VFW for anyone interested in helping with the event.

Committee Recommendations – Recommended by Mayor Menk

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE FOLLOWING COMMITTEE APPOINTMENTS:

1. Cable TV Advisory Committee: Mr. Robert Brady, Term to Expire 12/31/19
2. Transportation Advisory Committee: Mr. Robert Brady, Term to Expire 12/31/18
3. Brainerd Rental Board of Appeals, Terms to Expire 12/31/18 and subject to background checks (*Added Item*):
 - a. Residential Rental Property Manager Representative – Mr. Todd Barnett
 - b. General Public Representative – Ms. Amy Gray

Committee Recommendations – Recommended by Council President Pritschet

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO APPOINT MS. CATHY GRAY TO THE POLICE & FIRE CIVIL SERVICE COMMISSION TERM TO EXPIRE 12/31/18.

Adjourn – To Coffee with Brainerd City Council to be held March 2, 2017 at 6:00 P.M. at the office of the Greater Lakes Association of Realtors.

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

James M. Thoreen
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
March 6, 2017
(2 Renewals)

5B1

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
AIR CONCEPTS, INC. 20753 COUNTY ROAD 3 MERRIFIELD, MN 56465 17-0131	(218) 821-7593	MECH	6/19/2017	7/14/2018	MB005525
UP NORTH FIREPLACE GALLERY 29707 394TH PLACE AITKIN, MN 56431 17-0132	(218) 454-1040	MECH	3/1/2018	2/10/2018	MB646415

Brainerd Fire Department

5C1

To: Mayor and City Council
From: Tim Holmes, Brainerd Fire Chief
Date: March 1, 2017
Re: February 2017 Fire Department Monthly Report

Despite February being a slow month for incidents, we continue to focus on training to improve our skills and quality of service we are providing to the communities we serve. In February we had a number of different training opportunities. Much of the training focused on leadership and developing current and new leaders in our department. Our command staff attended the MSFCA Fire Officer School in Alexandria. The school offers a great opportunity for our command staff to learn and work on their skills related to on-scene fire ground operations and control.

Another leadership style course we offered at the department was 'FULLY Involved'. The instructor, Mark vonAppen, is a firefighter from California and has a great message on the 'Big 4 – Do Your Job, Treat People Right, Give All-Out Effort, and Have an All in Attitude'. We were able to bring this training to our region by working with the Cuyuna Range Fire Chief's Association, and had nearly 100 firefighters, Law Enforcement and EMS hear this message.



THE BIG 4
DO YOUR JOB
TREAT PEOPLE
RIGHT
GIVE ALL OUT
EFFORT
HAVE AN ALL IN
ATTITUDE
— FULLY INVOLVED

Another great training we hosted this month was Firefighter Cancer Awareness. Cancer is becoming a concern for firefighters. This training was provided through funding from MBFTE. A CDC study found that 68 percent of all firefighters will one day be diagnosed with cancer. That compares with 22 percent of the general public. We are starting to look at what we can do to make these numbers more favorable for firefighters.

Other training in February included: Air/Gas Monitoring, First 5 Minutes on the Fire Ground, Initial and Refresher EMT training, Professionalism in the Workplace, OSHA Recordkeeping, and Emergency Management training. Three of our newest firefighters continue with their Firefighter I and II training. We also had a group start their Fire Instructor I training.

In February, we provided fire extinguisher training for the CWC Highway Department and the Women's Shelter. We hosted a station tour and birthday party and provided training at the Boy Scout Camp.



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

Structure Fire	2
Vehicle Fire	1
Chimney Fire	1
Accident with Injuries	2
Extrication	1
Unauthorized Burning	1
Good Intent Call	2
Authorized Controlled Burn	3
Carbon Monoxide Incident/Alarm	1
Canceled Enroute	8
Smoke Scare	1
Alarm Activation	4
Total	27

City of Brainerd Incident Report

Structure Fire	1
Vehicle Fire	2
Extrication	1
Unauthorized Burning	1
Canceled Enroute	4
Smoke Scare	1
Alarm Activation	2
Carbon Monoxide Alarm	1
Total	13

Parks and Recreation Report

March 2017

Submitted by Tony Sailer, Director

- Angie Ambourn, an entomologist from the Minnesota Department of Agriculture, requested doing a survey for exotic wood boring beetles in two wooded parks in the city. The survey would include using Lindgren funnel traps that hang up in the host trees and baited with an insect pheromone which is specific to wood boring beetles and not harmful to humans. Approximately four of these traps would be used in each of the two designated parks. One small 6-8 inch trap tree would be girdled and later taken down with a hand saw at the end of the season and peeled to see if anything infested the tree. Traps would be placed in mid-April and taken down later in the summer. Staff recommended the study take place at Trailside and Rotary parks, with Lum Park as a backup in case either of the first two parks is not conducive to the study.
- The Rotary Club scheduled a Club Service Day on March 4 to remove, pile and/or burn fallen branches and trees from last summer's storm in Rotary Park. The club has received approval from the Brainerd Fire Department chief to burn piled branches as long as there is snow cover or damp conditions.
- Staff is using the skid steer with a grapple to move remaining debris from the selective harvest at Buffalo Hills-Lions Park toward the center of the park to make the east and south boundaries more visually pleasing.
- Staff has requested a building plan and estimate from Hy-Tec Construction to replace the former two-story concession stand/announcer's booth at the Bane Park Pony League field. The 16.12 foot structure would be replaced with a single story announcer's booth and storage area measuring 12x12 feet. Staff is also seeking a quote to replace the brick Pony field dugouts with chain link dugouts, similar to those at the Bronco field. Park Dedication funds would be used for the projects. There is currently \$40,806.71 in Park Dedication funds available.
- Staff has put together different scenarios regarding hiring a seasonal employee to do the garbage run and clean the park restrooms during the busy summer months. The Park Board approved the 2017 hourly pay rates for seasonal staff in December which in most cases is minimum wage. The Board approved paying a seasonal employee \$13 per hour to do the weekend garbage run and restroom cleaning, but not to exceed \$3,000 for the unsupervised position.
- Mary Haugen, administrative assistant with the City of Baxter, compiled a list of seasonal employee pay rates from around the state (see attached). Ms. Haugen talked with staff earlier to discuss difficulty in securing seasonal help, especially in the summer months. Brainerd Parks and Recreation had the lowest hourly rate on the list. Staff plans to work with the Finance Director to see if funds for seasonal employees can be increased beginning with the 2018 budget.
- The annual Valentine's Day skating party at Gregory Park took place Feb. 11 and more than 250 people attended. Mike Padgett, for years a mainstay at the skating rink, was unable to attend because of a broken hip. Staff designed a large Valentine's Day card which nearly everyone signed and it was then hand delivered to Mr. Padgett. A photo was posted on the department's Facebook page and it received more than 240 "likes."

- The skating rinks were closed for the season on Feb. 17. The adult Pond Hockey program had its semifinals and final cancelled and the youth Pond Hockey program had two weekends of games cancelled.
- The On Golden Pond youth pond hockey jamboree took place at the Essentia Health Sports Center on Feb. 25. Four Brainerd teams and two Nisswa teams participated in the season-ending event.
- The summer program guide will be distributed to students K-9 in late March. Program information will also be published in the Brainerd Community Education guide. On-line registration is available this year.
- Recreation Specialist Katie Kaufman was featured in the winter issue of the Minnesota Recreation and Parks Association magazine (see attached). The MRPA features an individual in each issue who is relatively new to parks and recreation.

seasonal Employee Rates

Apple Valley:	\$11.83 hr.
Baxter:	\$10.00 hr.
Blaine:	\$11.00 hr.
Brainerd Parks:	\$9.50 hr.
Brainerd Streets:	\$13.00 hr.
Brooklyn Center:	\$11.24 - \$13.68 hr.
Burnsville:	\$10.75 - \$11.50 hr.
Chanhassen:	\$11.00 - \$12.00 hr.
Cottage Grove:	\$11.75 - \$13.75 hr.
Crow Wing County Highway Dept.:	\$13.00 - \$14.00 hr.
Eagan:	\$11.10 - \$15.01 hr.
Edina:	\$12.01 hr.
New Hope:	\$10.00 hr.
Nisswa:	\$11.31 hr.
Plymouth:	\$14.98 - \$16.18 hr.
Prior Lake:	\$10.75 - \$13.50 hr.
Rosemount:	\$9.94 hr.



Emerging Recreation Leaders Institute (ERLI)

Congratulations to the 43 participants that finished the ERLI program on December 13, 2016. ERLI met a total of six sessions throughout the fall season. Thank you to the ERLI committee members Lisa Abernathy with the City of St. Louis Park and Reed Smidt with Woodbury Parks and Recreation. Also, thank you to our program partners: Flagship Recreation, Landscape Structures and the Minnesota Recreation and Park Foundation.

Winter Events and Safety Camp Workshop

Twenty-one participants attended the Winter Events and Safety Camp Workshop on January 4 at the Springbrook Nature Center in Fridley. This workshop featured best practices for those who plan pre-school or youth safety camps, as well as senior safety camps. This workshop also provided in depth information on winter events, with speakers from the City of Chaska, the City of Fridley and the Minnesota Festival and Events Association. Thank you to Fridley Parks and Recreation for hosting the event. Also, thank you to committee members Janelle Crossfield from the City of Brooklyn Center, Margo Numedahl from the City of Fridley, Ali Lukin from the City of Lino Lakes, Stephanie Schutta from the City of Shoreview and Shari Kunza from the City of Blaine.



< Meet Katie Kaufman

Originally Katie Kaufman, recreation specialist with the City of Brainerd, attended the University Wisconsin-La Crosse for physical therapy. "I did not excel or enjoy the classes required for that program," states Kaufman.

"So I changed my major to fitness, because I was a volleyball player and fitness was ingrained in me. But, I discovered I was less passionate about others' fitness verses my own."

"Being a typical lost college student, I heard about recreation management," explains Kaufman. "Not many of my friends were going into that field so I didn't really know what to expect. I had a hard time believing it was an actual major. It seemed too good to be true."

Kaufman adds that in her first recreation management class, the instructor spoke about the value of parks and how important it was to recreate in daily life. He also said this career focuses on bringing leisure back to peoples' lives, as it was a long time ago, before we became slaves to money. "I started to think who I was as a person and what my values were in life," Kaufman says. "I came up with that I would be willing to work for less money, but in return gain self-worth and the reward of impacting many people in a positive way."

After graduating college, she volunteered, and interned in several different recreation organizations. "I wanted to escape the Twin Cities badly, preferably move north, so jobs were very few and far between," Kaufman states. "Finally a job came up on the MRPA career list. I applied for the City of Brainerd recreation specialist position, and apparently I was ranked number seven out of eight to be interviewed. On paper I was a puppy, but since I chose to interview first apparently I was a tough pup to follow. Being the #1 choice out of the 'litter' so to speak."

Kaufman moved to Brainerd in -20 degree weather on January 3, 2014. "On my first day, my car actually didn't start," she says. "Thank goodness I had a friend to drive me to work. I will say that being transplanted into a city where I didn't know a soul made it difficult at first. However, it has been an honor and privilege to gain the respect of my boss, my co-workers, and the community. Looking back, being able to achieve community respect from scratch has helped me gain confidence and self-worth. I get to work freely, creatively, and in a culture where I am accepted and respected. Relating back to my thoughts after learning about this career, it still feels like it's too good to be true at times."

Kaufman has been a member of the MRPA for three years and says she has MRPA to thank for hearing about the position in Brainerd. "Since Brainerd is hosting the MRPA Annual Conference in 2017, learning what goes into hosting a conference has been highly educational and rewarding. The MRPA Annual Conference has helped me network with other recreation representatives within the state to see how they handle different and difficult situations, as well as new program implementation ideas."

MRPA members are the heart of our organization. They are involved and committed to advancing the parks and recreation programming. MRPA in Action is a new magazine feature which will highlight one section/committee and one professional per issue.



Brainerd City Council Agenda Request

5D

Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Resolution & Release of Contract for Private Development

☐ 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:
Summary of Issue: In performing the title work for the former Brainerd Oaks development, it was discovered the the original 2003 Brainerd Oaks development contract with the HRA was recorded against the property. Therefore we need to record a release to get the commitment removed from the property. The resolution and release have been drafted by our bond counsel and are attached for your review.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: The recommendation is to pass the resolution & authorize signatures of the release.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	

RESOLUTION
NO. _____

**RESOLUTION APPROVING RELEASE OF CONTRACT FOR PRIVATE DEVELOPMENT RELATED
TO BRAINERD OAKS**

WHEREAS, the City of Brainerd ("City") and the Housing and Redevelopment Authority in and for the City of Brainerd ("Authority") previously entered into a Contract for Private Development (the "Contract") related to the construction of certain housing in an area of the City known as Brainerd Oaks (the "Property"), which was recorded in the office of the County Recorder for Crow Wing County (the "County") as Document No. 653322 on December 2, 2003, and re-recorded as Document No. 653950 on December 10, 2003; and

WHEREAS, the housing development contemplated under the Contract was never completed, and the County initiated tax forfeiture proceedings against the Property in 2008; and

WHEREAS, the County and the Housing and Redevelopment Authority in and for the County of Crow Wing (the "County HRA") have proposed, and the City has approved, a new project for the development of single-family owner-occupied housing on the Property, including the sale of the Property to a private developer; and

WHEREAS, the original Contract appears on the abstract of title for the Property as an encumbrance to title, and the County HRA has requested that the City and Authority agree to formally release the Contract in order to remove this encumbrance to title and permit the conveyance of the Property in connection with the new project; and

WHEREAS, the County HRA has presented a proposed Release of Contract for Private Development (the "Release") in the form before the City Council.

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

1. The Release is hereby approved, in substantially the form presented to the City Council. The Mayor and City Administrator are hereby authorized to execute the Release on behalf of the City.
2. City staff and consultants are authorized to take all actions necessary to record the executed Release in the office of the County Recorder for the County.

Adopted this _____ day of March, 2017

DAVID J. PRITSCHET
President of the Council

Approved this _____ day of March, 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

RELEASE OF CONTRACT FOR PRIVATE DEVELOPMENT

RECITALS

Housing and Redevelopment Authority in and for the City of Brainerd, a public body corporate and politic under the laws of the State of Minnesota (the "Authority") and the City of Brainerd, a municipal corporation under the laws of the State of Minnesota ("City") entered into a Contract for Private Development dated as of October 20, 2003 recorded December 2, 2003 in the office of County Recorder for Crow Wing County, Minnesota, as Document No. 653322, and re-recorded on December 10, 2003 as Document No. 653950 (the "Agreement").

The City and the Authority desire to terminate and release the Agreement.

RELEASE

Therefore, the Authority hereby:

A. Releases and terminates all obligations of City, its successor and assigns, under the Agreement.

B. Releases and terminates all obligations of Authority, its successors and assigns, under the Agreement.

C. Expressly releases the Property from any encumbrance arising from the Agreement.

Dated: _____, 2017

Housing and Redevelopment Authority in and for
the City of Brainerd

By _____
Its Chairperson

By _____
Its Executive Director

STATE OF MINNESOTA

} ss.

COUNTY OF CROW WING

The foregoing was acknowledged before me this ____ day of _____, 2017
by _____, and Jennifer Bergman, the Chairperson and
Executive Director, respectively, of the Housing and Redevelopment Authority in and for
the City of Brainerd, a public body corporate and politic under the laws of Minnesota, on
behalf of the public body.

NOTARY STAMP

SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

City of Brainerd

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA

} ss.

COUNTY OF CROW WING

The foregoing was acknowledged before me this ____ day of _____, 2017
by Edwin Menk and James Thoreen, the Mayor and City Administrator, respectively, of
the City of Brainerd, a municipal corporation under the laws of Minnesota, on behalf of
the municipal corporation.

NOTARY STAMP

SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

This instrument drafted by:

Kennedy & Graven, Chartered
470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55042



Brainerd City Council Agenda Request

6A
Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Brainerd Community Action Annual Report

☒ 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: Jim Thoreen	Department: Administration
Presenter (Name & Title): Ms. Holly Holm & Clem Belcher	Estimated Time Needed: 10 minutes
Summary of Issue: Pursuant to City Charter Section 54-H, we will receive from Community Action an annual report which includes current financial statements. Ms. Holm and Mr. Belcher will summarize activities of the past year and offer status report on all other activities.	
Alternatives, Options, Effects on Others/Comments: 	
Recommended Action/Motion: 	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

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

March 6, 2017
6:30 p.m.
City Council Chambers

1. Sanitary Sewer System Presentation
2. Adoption of Resolution Setting Connection Charges
3. BAHF Assessment Consideration
4. Adoption of Resolution Requesting Transit Bus Replacement
5. Pavement Marking Agreement with Crow Wing County
6. WBCC – Request Meeting to Discuss Non-motorized Transportation Plan Tier 1 Recommendations



Brainerd City Council Agenda Request

SPW 1
Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Sanitary Sewer System Presentation

☐ 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): Paul Sandy	Estimated Time Needed: 45 minutes
Summary of Issue: Paul Sandy will be presenting some information related to the age and condition of the City's sanitary sewer system as part of the Committee informational workshops as previously discussed.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: The presentation is for informational purposes and will be the basis for rehabilitation and replacement project development.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

SPW
2

Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Resolution Setting Connection Charges

☐ 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): Paul Sandy	Estimated Time Needed: 5 minutes
Summary of Issue: Attached is a draft Resolution setting the final (2016) connection charge for the water and sewer along Beaver Dam Road. Also attached for your reference is a copy of Resolution 04:15 which was adopted in January of 2015 and which set the final connection charges for the other 3 projects which have connection charges associated with them.	
Alternatives, Options, Effects on Others/Comments: From 2003 to 2005, there were 3 projects which extended utilities beyond the corporate limits of Brainerd, and 1 project, the Beaver Dam Road project, which extended utilities past undeveloped and under developed properties. The Council at that time established policies related to the deferment of assessments on those projects and provided for connection charges when the properties made connections to the utilities. The policies provided for connection charges to accrue simple interest on the original assessment principal for a period of 10 years, the length of the bond issue, and would then be capped at a final amount. This proposed resolution provides for the final cap on the Beaver Dam Road connection charge.	
Recommended Action/Motion: Staff is recommending that the Council adopt the proposed resolution setting the final connection charge amount for the Beaver Dam Road project.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

RESOLUTION
NO __:17

RESOLUTION ESTABLISHING CONNECTION CHARGES

WHEREAS, the City Council has adopted a policy related to special assessments and connection charges for properties not in the City of Brainerd that decide to annex and connect to utilities and properties in the city with deferred assessments, and

WHEREAS, the policy states that the Council will review and adjust Connection Charges annually and set by Resolution.

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

1. That the FINAL Connection Charge for the Beaver Dam Road Improvement project (05-18) is \$19,237.12.

Adopted this 6th day of March, 2017

DAVID J. PRITSCHET
President of the Council

Approved this 7th day of March, 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

**RESOLUTION
NO 04:15**

RESOLUTION ESTABLISHING CONNECTION CHARGES

WHEREAS, the City Council has adopted a policy related to special assessments and connection charges for properties not in the City of Brainerd that decide to annex and connect to utilities and,

WHEREAS, the policy states that the Council will review and adjust Connection Charges annually and set by Resolution; and,

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

1. That the FINAL Connection Charge for the Riverside Drive Improvement project (01-13) is \$17,287.87.
2. That the FINAL Connection Charge for the Wonderland Park Road Improvement project (03-04) is \$22,787.12.
3. That the FINAL Connection Charge for the second phase of the Oak Street project (04-02) is \$9,686.88.

BE IT FURTHER RESOLVED: That the Connection Charge for the Beaver Dam Road Improvement project (05-18) is \$18,587.37.

Adopted this 20th day of January, 2015


GARY SCHEELER
President of the Council

Approved this 21st day of January, 2015


JAMES E. WALLIN
Mayor

ATTEST: 
PATRICK WUSSOW
City Administrator



Brainerd City Council Agenda Request

SPW
3

Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: BAHF Assessment Consideration

☐ 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): Paul Sandy	Estimated Time Needed: 5 minutes
Summary of Issue: During the public hearing to consider the improvement to Jackson Street, a representative from the Brainerd Amateur Hockey Foundation made a request for consideration of the proposed special assessment. The parcel's tax classification is municipal-public which is tax exempt. The parcel is proposed to be assessed according to the city's assessment policy which is to assess 1/2 of the cost of a typical residential streets. In addition, by definition SW 6th Street is the parcel's front yard so the parcel is being credited for a sideyard deduction of 348 feet, or 1/2 of the frontage on Jackson Street.	
Alternatives, Options, Effects on Others/Comments: The purchase agreement in Section 5.6 discusses other costs and the City, as the seller, agreed to waive any SAC/WAC and building permit fees related to building improvements on the property for a period of 10 years. The only references to special assessments in the agreement was that there were none certified or notice of pending assessments. Staff is aware that there are many non-profits in the City that provide very valuable services to the city and our residents, and they are all subject to paying special assessments for street improvements. To grant special consideration to one non-profit will establish a precedent that every non-profit will want to take advantage of in the future.	
Recommended Action/Motion: Staff's recommendation is that the Council adopt a motion to reaffirm that the City's assessment policy will be followed.	
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>	

PURCHASE AGREEMENT

THIS AGREEMENT is made and entered into as of _____, 2013, between City of Brainerd, a municipal corporation, ("Seller") and Brainerd Amateur Hockey Foundation, ("Buyer").

In consideration of this Agreement, Seller and Buyer agree as follows:

1. **Purchase and Sale of Property.** Subject to and in accordance with the terms and provisions hereof, Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, the real property situated in Crow Wing, Minnesota, legally as follows below and hereinafter referred to as "Real Estate" or "Property":

Lot 2, Block 2, Arena Addition to the City of Brainerd, EXCEPT the South 40 feet of the North 185 feet of the East 30 feet thereof.

Subject to a drainage and utility easement over, under and across the North 185 feet of the East 370 feet of said Lot 2, AND of the West 390 feet of said Lot 2, EXCEPT the South 330 feet of the West 310 feet thereof.

Together with an easement for access purposes over the existing driveway located upon the following described real estate:

That part of Lot 7,8,9 and 10, Block S, West Brainerd, lying Northwesterly of the line that is 50 feet Northwesterly, as measured perpendicularly to the parallel with the centerline of CSAH 20.

The Property shall include all equipment or supplies now located on the Property and shall be retained by Buyer, EXCEPT the gas ice edger. The portable bleachers shall remain the property of Seller the parties agree that said bleachers shall be used by Buyer on the Property from October 1st to April 1st every year and during other times the City may use them at other locations.

2. **Purchase Price and Manner of Payment.** The total purchase price ("Purchase Price") for the Property is \$1 payable at Closing.

Buyer shall continue to pay Seller the outstanding loan totaling \$43,174.00 upon the same payment terms as prior to closing but Seller shall credit \$4,750 for funds received related to the fundraising efforts related to the Property – said credit shall occur upon Buyer presenting proof of payment related to the ADA improvements contemplated by said fundraising.

3. **Contingencies.** Buyer's obligations under this Agreement are contingent upon Buyer's satisfaction with each of items listed below. All contingencies expire in 60 days from the date of this agreement so Buyer must terminate this agreement during that time or it shall close as long as Seller is not in default herein.

3.1 Physical Inspection. Buyer and its agents will have the right, from time to time prior to the Closing, to enter upon the Property to examine the same and the condition thereof and to conduct such surveys and to make such engineering and other inspections, tests and studies as Buyer determines to be reasonably necessary, all at Buyer's sole cost and expense, and Buyer shall be satisfied, in Buyer's sole discretion, with the results of such inspections, surveys, tests, and studies. Buyer will give Seller advance notice of such examinations or surveys and will conduct such examinations or surveys during normal business hours to the extent practicable. Buyer will conduct all examinations and surveys of the Property in a manner that will not harm or damage the Property so that it cannot be restored to its prior condition or cause any claim adverse to Seller or default under any Lease, and will restore the Property to its condition prior to any such examinations or surveys immediately after conducting the same. If it is not reasonably practical to restore the Property to its condition prior to such examinations or surveys, Buyer will not be required to restore the Property if prior to undertaking any such examination or surveys, Buyer receives the written approval of Seller that it will not be required to restore the Property. Buyer will indemnify, defend, and hold Seller harmless from and against any claims for injury or death to persons, damage to property or other losses, damages or claims, including, without limitation, claims of any Tenants, and including, in each instance, reasonable attorneys' fees and litigation costs, arising out of any action of any person or firm entering the Property on Buyer's behalf as aforesaid, which indemnity will survive the Closing and any termination of this Agreement without the Closing having occurred. Notwithstanding the foregoing, Buyer will not be liable merely for the discovery of a pre-existing condition at the Property.

3.2 Representations. The representations of Seller contained in this Agreement shall be true at the time this Agreement is executed and on the Closing Date as if made on the Closing Date. The representations of Seller contained in this Agreement shall survive the closing of the transaction described in this Agreement.

3.3 Performance of Seller's Obligations. Seller shall have performed all of the obligations required to be performed by Seller under this Agreement, as and when required by this Agreement.

3.4 Real Estate Taxes. Buyer shall submit the application with the County upon execution of this Agreement to remain tax exempt since Buyer is a nonprofit. The county must accept this application and verbally assure Buyers of its approval upon closing before Buyer is obligated to close.

4. Closing. The Closing Date will be on or before October 25, 2013 and the closing of the transactions described in this Agreement ("Closing") will take place at Breen & Person, 510 Laurel Street, Brainerd, MN 56401 at 10:00 AM or at such other time and place as the parties may agree to. Seller will deliver possession of the Property to Buyer on the Closing Date immediately after closing.

4.1 Seller's Closing Documents. On the Closing Date, Seller will execute and/or deliver to Buyer the following (collectively, "Seller's Closing Documents"), all in form and content reasonably satisfactory to Buyer:

4.1.1 Deed. A Quit Claim Deed conveying to Buyer the Real Estate to Buyer, free and clear of all encumbrances, except any that Buyer permits as described in Section 6 below.

4.1.1 Abstract of Title. Seller has no abstract. Buyer may obtain an abstract, but any such expense will be borne by Buyer.

4.1.2 IRS Form. A Designation Agreement designating the "reporting person" for purposes of completing Internal Revenue Form 1099 and, if applicable, Internal Revenue Service Form 8594.

4.1.3 Well Certificate. A statement on the Deed that Seller has no knowledge of any "Wells" on the Property within the meaning of Minn. Stat. 1031.005, subd. 21, or if there are "Wells" on the Property, a Well Certificate in the form required by law.

4.1.4 Storage Tank/Septic System. To the best of Seller's knowledge, there are no underground storage tanks or septic systems on the Property.

4.1.5 Keys. All keys owned by and in possession of Seller used in connection with the Property including key cards, security codes, and combinations.

4.1.6 Other Documents. All other documents reasonably determined by Buyer to be necessary to transfer the Property to Buyer.

4.2 Buyer's Closing Documents. On the Closing Date, Buyer will execute and/or deliver to Seller the following (collectively, "Buyer's Closing Documents") all in form and content reasonably satisfactory to Seller:

4.2.1 Purchase Price. The Purchase Price to be received in Seller's trust account on or before the Closing Date.

4.2.2 Title Documents. Such affidavits of purchaser, certificates of real estate value or other documents as may be reasonably required by Title Company in order to record the Deed and issue the Title Policy required by this Agreement.

4.2.3 Right of First Refusal. Buyer shall grant Seller a right for first refusal, a copy of which is attached hereto and said document shall be executed at Closing.

5. Prorations. Seller and Buyer agree to the following prorations and allocation of costs regarding this Agreement:

5.1 Deed Tax. Seller will pay all state deed tax for recording the Deed (both parties agree that the consideration for this transfer is \$1 and the forgiveness of debt shall be handled independent of this real estate transaction).

5.2 Closing Costs. Buyer shall pay all other closing costs.

5.3 Real Estate Taxes and Special Assessments. There are no special assessments or real estate taxes now assessed against the Property.

5.4 Sales Tax. Buyer will pay, in addition to the Purchase Price, all state and local sales taxes arising from the transaction herein described, if any.

5.5 Attorneys' Fees. Each of the parties will pay its own attorneys' fees, except that a party defaulting under this Agreement or any Closing Document will pay the reasonable attorneys' fees and court costs incurred by the non-defaulting party in enforcing its rights regarding such default.

5.6 Utilities and Other Costs. Buyer shall retain any utility credits now held by Seller related to the Property. Seller agrees that any WAC/SAC, building permit or other permit fees related to improvements to the Property shall be waived for a period of 10 years from the Closing Date. Seller, however, shall not pay for any State charges related to any WAC/SAC or building permit so the Buyer would have to pay any such charges; the City is only waiving fees that they charge.

5.7 Realtor commissions. Both parties hereby confirm that no realtor commission is due regarding the sale of the Property.

6.1 Seller's Title Evidence. None – buyer shall accept a quit claim deed and perform its own title check.

7. Operations Pending Closing.

Seller will, at its expense, use reasonable efforts to maintain the Property until the Closing Date or until the termination of this Agreement, whichever is earlier, substantially in its present condition, except damage by fire or other insured casualty and condemnation.

8. Representations and Warranties by Seller. As of the Contract Date, Seller represents and warrants to Buyer as follows:

8.1 Authority. Seller is a resident of the State of Minnesota; Seller is duly qualified to transact business in the State of Minnesota; Seller has the requisite power and authority to enter into and perform this Agreement and those Seller's Closing Documents to be signed by it; this Agreement and such documents have been duly authorized by all necessary action on the part of Seller and have been or will be as of the Closing Date, as applicable, duly executed and delivered; such execution, delivery and performance by Seller of such documents do not conflict with or result in a violation of any judgment, order, or decree of any court or arbiter, any contract, or any other restriction to which Seller is a party; such documents are valid and binding obligations of Seller, and are enforceable in accordance with their terms.

8.2 Title to Land and Improvements. To the best of Seller's knowledge, there are no liens, judgments or other encumbrances against the Property and no other party claims title to the Property.

8.3 Title to Assets. To the best of Seller's knowledge, there are no liens, judgments or other encumbrances against the Assets, and no other party claims title to the Assets.

8.4 Condition. To the best of Seller's knowledge, the Property and the Assets are in working condition but Seller makes no representations regarding their condition and the sale of the Property is "AS IS". Seller shall, however, assign any rights it may have under its current insurance policy for any property damage that has occurred prior to Closing to Buyer.

8.5 Assessments. Seller has received no notice of actual or threatened special assessments or reassessments of the Property.

8.6 Environmental Laws. To the best of Seller's knowledge, no toxic or hazardous substances or wastes, pollutants or contaminants (including, without limitation, asbestos, urea formaldehyde, the group of organic compounds known as polychlorinated biphenyls, petroleum products including gasoline, fuel oil, crude oil and various constituents of such products, and any hazardous substance as defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA", 42 U.S.C. 9601-9657, as amended) have been generated, treated, stored, released or disposed of, or otherwise placed, deposited in or located on the Property, nor has any activity been undertaken on the Property that would cause or contribute to (i) the Property becoming a treatment, storage or disposal facility within the meaning of, or otherwise bring the Property within the ambit of, the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. 26901 et. seq., or any similar state law or local ordinance, (ii) a release or threatened release of toxic or hazardous wastes or substances, pollutants or contaminants, from the Property within the meaning of, or otherwise bring the Property within the ambit of, CERCLA, or any similar state law or local ordinance, or (iii) the discharge or pollutants or effluents into any water source or system, the dredging or filling of any waters or the discharge into the air of any emissions, that would require a permit under the Federal Water Pollution Control Act, 33 U.S.C. 1251 et. seq., or the Clean Air Act, 42 U.S.C. 7401 et. seq., or any similar state law or local ordinance. To the best of Seller's knowledge, there are no substances or conditions in or on the Property that may support a claim or cause of action under RCRA, CERCLA or any other federal, state or local environmental statutes, regulations, ordinances or other environmental regulatory requirements, including without limitation, the Minnesota Environmental Response and Liability Act, Minn. Stat. 115B ("MERLA") and the Minnesota Petroleum Tank Release Cleanup Act, Minn. Stat. 115C.

8.7 Rights of Others to Purchase Property. There are no unrecorded mortgages, contracts, purchase agreements, options, rights of first refusal, leases, easements or other agreements or interests relating to the Property and there are no persons in possession of any portion of the Property, except as may be disclosed by the Title Evidence;

8.8 Seller's Defaults. Seller is not in default in the performance of any of Seller's obligations or liabilities under any easement agreement, covenant, condition, restriction or other instrument relating to the Property.

8.9 FIRPTA. Seller is not a "foreign person", "foreign partnership", "foreign trust" or "foreign estate" as those terms are defined in Sec. 1445 of the Internal Revenue Code.

8.10 Proceedings. There is no action, litigation, investigation, condemnation or proceeding of any kind pending or, to the best knowledge of Seller, threatened against Seller.

8.11 Wells. Seller certifies that Seller does not know of any "Wells" on the described Property within the meaning of Minn. Stat. Section 1031 or a Well Disclosure Statement accompanies this Purchase Agreement. This representation is intended to satisfy the requirements of that statute.

8.12 Storage Tanks. To the best of Seller's knowledge, there are no "underground tanks" (within the meaning of Minn. Stat. Section 116.46) located in or about the Property. Such storage tanks have been duly registered with all appropriate regulatory and governmental bodies and otherwise are in compliance with applicable federal, state and local statutes, regulation, ordinances and other regulatory requirements.

8.13 Compliance. To the best of Seller's knowledge, the Property fully conforms with all applicable statutes, laws, codes, ordinances and restrictions including all zoning, platting, subdivision and use laws and all building, energy and environmental codes and regulations. All improvements are located entirely within the boundary lines of the Property and do not encroach upon any adjacent property and no improvements on any adjacent property encroach upon the Property. To Seller's knowledge, Seller has complied with all applicable laws, statutes, orders, rules, regulations, and requirements promulgated by governmental or other authorities relating to the business Seller conducts using the Assets. Seller has received no notice of any alleged violation or failure to fully comply with any such laws, statutes, orders, rules, regulations, or requirements.

8.14 Access. The Property abuts on and has direct vehicular access to a public road or has driveway access to public roads by permanent, irrevocable easements which will be conveyed to Buyer on the date of closing, and Seller has no knowledge of any fact or condition which would result in the termination of such access.

8.15 Use of Property. To the best knowledge of Seller, the current use of the Property does not violate any zoning, subdivision, building or other local ordinance.

9. Representations and Warranties by Buyer. Buyer represents and warrants to Seller that Buyer has proper corporate authority to execute this purchase agreement.

10. Survival. The representations, indemnifications, and post-closing obligations contained herein will survive and be enforceable after the Closing.

11. Notices. Any notice required or permitted hereunder will be given if delivered by personal delivery upon an authorized representative of a party hereto; or if mailed by United States registered or certified mail, return receipt requested, postage prepaid; or if transmitted by facsimile copy followed by mailed notice; or if deposited cost paid with a nationally recognized overnight courier, properly addressed as follows:

If to Seller: Theresa Goble

City of Brainerd
Brainerd City Hall
Brainerd, MN 56401

If to Buyer: c/o Brad Person
510 Laurel Street, PO Box 472
Brainerd, MN 56401

Notices will be deemed effective on the earlier of the date of receipt or the date of deposit, as aforesaid; provided, however, that if notice is given by deposit, the time for response to any notice by the other party will start running three (3) business days after any such deposit. Any party may change its address for the service of notice by giving notice of such change 10 days prior to the effective date of such change.

12. Miscellaneous.

12.1 Captions. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement and are not to be considered in interpreting this Agreement.

12.2 Entire Agreement; Modification. This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements that change this Agreement and no waiver of any of its terms will be effective unless in a writing executed by the parties.

This Agreement specifically terminates the current lease between the parties and any unpaid charge due by either party referenced therein.

12.3 Controlling Law. This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.

12.4 No Waiver. Neither the failure of either party to exercise any power given such party hereunder or to insist upon strict compliance by the other party with its obligations hereunder, nor any custom or practice of the parties at variance with the terms hereof constitutes a waiver of either party's right to demand exact compliance with the terms hereof.

12.5 Binding Effect. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.

12.6 Amendments. No amendment to this Agreement will be binding on either of the parties hereto unless such amendment is in writing and is executed by the party against whom enforcement of such amendment is sought.

12.7 Date For Performance. If the time period by which any right, option or

election provided under this Agreement must be exercised, or by which any act required hereunder must be performed, or by which the Closing must be held, expires on a Saturday, Sunday or legal or bank holiday, then such time period will be automatically extended through the close of business on the next regularly scheduled business day.

12.8 Recording. Seller and Buyer will not record this Agreement or a short-form of this Agreement without the consent of the other party.

12.9 Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original, but all of which, when taken together, constitute the same instrument.

12.10 Time of the Essence. Time is of the essence of this Agreement and each and every term and condition hereof.

12.11 Severability. This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations, and is intended, and will for all purposes be deemed to be, a single, integrated document setting forth all of the agreements and understandings of the parties hereto, and superseding all prior negotiations, understandings and agreements of such parties. If any term or provision of this Agreement or the application thereof to any person or circumstance is, for any reason and to any extent, held to be invalid or unenforceable, then such term or provision will be ignored, and to the maximum extent possible, this Agreement will continue in full force and effect, but without giving effect to such term or provision.

12.12 Other Terms. All terms and words used in this Agreement shall be construed to include any other number and any other gender as the context or sense of this Agreement or of any paragraph of this Agreement may require as if such terms or words had been fully and properly written in the appropriate number and gender. Any exhibits to this Agreement are hereby made a part hereof. Defined terms used in the exhibits shall have the meanings given to them in this Agreement unless otherwise stated in the exhibit(s) where the terms are used.

12.13 Survival. All terms in this purchase agreement are intended to survive closing and shall not merge or terminate upon the delivery of the deed to Buyer.

SELLER: CITY OF BRAINERD

By James E. Wallin
James Wallin, Mayor

By Theresa A. Goble
Theresa Goble, City Administrator

BUYER: BRAINERD AMATEUR HOCKEY FOUNDATION

By E. D. Sal



Brainerd City Council Agenda Request

SPW
4

Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Resolution Requesting Transit Bus Replacement

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Paul Sandy	Estimated Time Needed: 5 minutes
Summary of Issue: At the February 6th Council meeting, the Council approved an amendment to the 2017 Transit contract with Mn/DOT to provide for the purchase of a second transit bus to replace bus number 312 which was totalled in a crash. Apparently, Mn/DOT needs to have the replacement request and authorization for the proper city officials to execute the amendment in the form of a Resolution.	
Alternatives, Options, Effects on Others/Comments: A draft Resolution is attached for the Council's consideration.	
Recommended Action/Motion: Staff is recommending adoption of the proposed Resolution.	
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> The estimated local share is about \$16,000 and there is an adequate balance in the Transit account to fund the local share for the vehicle replacement.	

RESOLUTION
NO __:17

**A RESOLUTION AUTHORIZING AN AMENDMENT TO AGREEMENT
WITH THE STATE OF MINNESOTA TO PROVIDE
TRANSPORTATION SERVICES**

WHEREAS, the City Council has entered into an agreement to provide transportation services in Crow Wing County and selected areas of Cass County in 2017;and,

WHEREAS, the contract provides for a programmed replacement class 400 vehicle; and,

WHEREAS, bus number 312 was involved in a crash, is a total loss, and is also in need of replacement.

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

1. That the City Council requests that the Minnesota Department of Transportation amend the agreement to provide for a second replacement class 400 vehicle at the traditional local cost share of 20%; and,
2. That the City Council authorizes the Mayor and the City Administrator to execute the amendment.

Adopted this ____ day of March, 2017

DAVID J. PRITSCHET
President of the Council

Approved this ____ day of March, 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator



Brainerd City Council Agenda Request

SPW
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Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Pavement Marking Agreement with Crow Wing County

☐ 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): Paul Sandy	Estimated Time Needed: 5 minutes
Summary of Issue: Over the past several years, the City of Brainerd has participated in Crow Wing County's annual pavement marking bidding process and benefitted greatly from the reduced costs associated higher quantities. We are proposing to participate in that process again this year by contracting for the center line striping and pavement message painting on the majority of our State-Aid system.	
Alternatives, Options, Effects on Others/Comments: City crews will still be involved with painting crosswalks, stop bars, and parking stalls where they are needed.	
Recommended Action/Motion: Staff is recommending that the Council authorize the proper city officials to enter into the agreement.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping <u>\$ est. at \$14,124.19</u> Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u> The funding for the project is proposed to be from the Construction fund	

**CONSTRUCTION COST SHARE AGREEMENT
WITH THE CITY OF BRAINERD – PROJECT NO. CP 18-200-74
FOR ROADWAY PAVEMENT MARKINGS ON
VARIOUS CITY OF BRAINERD STREETS**

This Agreement is made and entered into this day of _____, 2017, by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and the City of Brainerd, 501 Laurel St., Brainerd, MN 56401 herein after referred to as the "City".

WITNESSETH

WHEREAS, the parties mutually agree that pavement markings desired by the City to be applied to various City streets have the potential to result in overall costs savings when combined with the County project which will provide for pavement markings to numerous county roadways, and

WHEREAS, the County has budgeted funds to complete the project; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the project entitled 2017 PAVEMENT MARKINGS, which plans and specifications are on file in the office of the County Engineer;

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of applying pavement markings to numerous County roadways and City streets as described in the plans and specifications entitled 2017 PAVEMENT MARKINGS on file in the office of the Crow Wing County Highway Department (hereinafter referred to as the "Project").

II. Duties

A. Design and Construction

The County shall incorporate City provided quantities and maps into the overall bidding package for the Project unless otherwise stated in this agreement. A contract administration fee for the City roads, at a rate of three percent of the City's construction costs, shall be reimbursable from the City. The County shall do the calling for all bids and the acceptance of all bid proposals.

B. Inspection and Approval

The County and City shall each provide construction inspection and staking for their respective roadways for the Project and approval for acceptance of the work as it is completed. The City will ensure that City streets are swept and in a condition ready to receive pavement markings. The City will notify the County of any concerns that arise during or after the completion of the Project. Approval of the completed construction contract by the County shall be final, binding and conclusive upon the City as to the satisfactory completion of the construction.

III. COSTS

A. The contract costs of the work, or if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work, shall constitute the estimated

construction costs and shall be so referred to herein. Actual final construction costs may vary and those will be the actual costs for which the relevant parties will be responsible.

B. The estimated construction cost of the Project is \$217,880.60. Participation in the construction costs is as follows:

1. The City shall pay one hundred percent (100%) of the cost of the pavement markings related to all City streets. The estimated cost to the City for these items is \$13,712.81. When adding the three percent contract administration costs of \$411.38, the total estimated cost to the City is \$14,124.19.

2. The County shall pay for one hundred percent (100%) of the pavement markings related to the remaining County roadways and through agreements with other project partners.

C. The total estimated cost to the City for the Project is \$14,124.19 as shown in the attached Exhibit A. This amount is only an estimate and the City agrees to pay its share of actual costs incurred by the County in fulfilling this agreement.

D. After the award of the construction contract for the Project, the County shall update the City as to the current City construction costs. The City shall reimburse the County for its costs within 30 days of receipt of final project costs.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed pursuant to law.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformity with State law.

VII. ACCOUNTABILITY

An accounting shall be made of all receipts and disbursements upon request by either party.

VIII. TERMINATION

This Agreement may be terminated by either party only for breach of this Agreement or by mutual consent of the parties.

IX. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the County Auditor of Crow Wing County, 326 Laurel Street, Brainerd, Minnesota, 56401, on behalf of the County, and City of Brainerd, 501 Laurel Street, Brainerd, Minnesota 56401 on behalf of the City.

XI. INDEMNIFICATION

The City and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XII. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF CROW WING

CITY OF BRAINERD

By: _____
Robert Hall
Assistant County Engineer

By: _____
Edwin Menk
Mayor

Dated: _____

Dated: _____

By: _____
Jim Thoreen
City Administrator

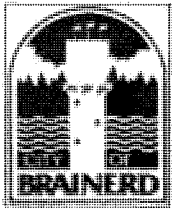
Dated: _____

Exhibit A
City of Brainerd Cost Share Agreement

City of Brainerd 2017 Pavement Marking Estimated Quantities
Crow Wing County Project C.P. 18-200-74

Item No.	Description	Units	Total Quantity	Est. Unit Price	Est. Total Price	Brainerd Quantity	Est. Brainerd Price
2582.501	PAVT MSSG PAINT (MESSAGE)	SQ FT	10,982	\$2.500	\$27,455.00	4,160	\$10,400.00
2852.501	PAVT MSSG EPOXY (MESSAGE)	SQ FT	276	\$3.250	\$897.00	0	\$0.00
2582.502	6" SOLID LINE PAINT (MESSAGE)	LIN FT	2,786	\$1.500	\$4,179.00	0	\$0.00
2582.502	8" SOLID LINE PAINT (MESSAGE)	LIN FT	3,954	\$1.500	\$5,931.00	0	\$0.00
2582.502	12" SOLID LINE PAINT (MESSAGE)	LIN FT	587	\$2.000	\$1,174.00	0	\$0.00
2582.502	24" SOLID LINE PAINT (MESSAGE)	LIN FT	3,931	\$3.000	\$11,793.00	0	\$0.00
2582.502	24" SOLID LINE EPOXY (MESSAGE)	LIN FT	450	\$4.000	\$1,800.00	0	\$0.00
2582.502	4" SOLID LINE PAINT	LIN FT	2,288,312	\$0.045	\$102,974.04	34,890	\$1,570.05
2582.502	6" SOLID LINE PAINT	LIN FT	8,360	\$0.070	\$585.20	0	\$0.00
2582.502	8" SOLID LINE PAINT	LIN FT	17,789	\$0.100	\$1,778.90	0	\$0.00
2582.502	4" BROKEN LINE PAINT	LIN FT	211,331	\$0.045	\$9,509.90	13,848	\$623.16
2582.502	4" DOTTED LINE PAINT	LIN FT	159	\$0.045	\$7.16	0	\$0.00
2582.502	8" DOTTED LINE PAINT	LIN FT	5,500	\$0.100	\$550.00	0	\$0.00
2582.502	4" DBLE SOLID LINE PAINT	LIN FT	512,849	\$0.090	\$46,156.41	12,440	\$1,119.60
2582.503	CROSSWALK PAINT (MESSAGE)	SQ FT	876	\$2.500	\$2,190.00	0	\$0.00
2582.618	PAVT MARK SPEC PAINT (MESSAGE)	SQ FT	300	\$3.000	\$900.00	0	\$0.00
Total					\$217,880.60		\$13,712.81

Pavement Marking Cost	\$13,712.81
Administration Cost (3%)	\$411.38
Total Estimated Cost	\$14,124.19



Brainerd City Council Agenda Request

SPW 6
Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Walkable Bikeable City Committee - Request Meeting to Discuss Non-Motorized Transportation Plan (NMTP) Tier 1 Recommendations

☐ 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: Mark Ostgarden	Department: Planning
Presenter (Name & Title): Same	Estimated Time Needed: 5 Minutes
Summary of Issue: The WBCC would like to meet with SPW to discuss what, if any, 2017 street construction projects will be affected by the NMTP Tier 1 (2018-2023) recommendations. Or, if the Tier 1 recommendations will be separate projects, how can they be included in the budgeting process during the Tier 1 time frame. Attached is a copy of the Tier 1 recommendations.	
Alternatives, Options, Effects on Others/Comments: Alternatives would be to: 1. Discuss with the WBCC at a future SPW meeting. 2. Meet with the WBCC at its April 24th meeting, if that is not too late for 2017 project review. 3. Schedule a special meeting to discuss. 4. Should the SPW desires, it could first review the ability to include the recommendations in future budgets and conclude what, if any, projects are feasible from 2017 and 2018-2023.	
Recommended Action/Motion: No recommendation included.	
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>	

Projects Tier 1 (2017-2019)

Maintenance	Estimated Cost
<u>Locations:</u>	
Total	

ADA Compliance	Estimated Cost
<u>Locations:</u>	
Total	

Crosswalks	Estimated Cost
<u>Locations:</u>	
Mill Ave and N St. NE	
Mill Ave and H St NE w/ activator	
SW 4th St and Laurel St w/activator button	
S 7th St and Oak St	
Woodland Good Samaritan to Buffalo Hills	
Park on Buffalo Hills Ln	
Total	

Sidewalks	Sq. Ft.	Estimated Cost
<u>Locations:</u>		\$20/Sq. Ft.
E St. from 1st Ave NE to 8 th Ave NE	7,350	
<u>G St between 1st Ave NE and 3rd Ave NE</u>	3,000	
H St from 1st Ave NE to 3rd Ave NE	3,180	
<u>H St from 8th Ave NE to 13th Ave NE</u>	3,385	
<u>N St from 14th Ave NE to Mill Ave</u>	11,465	
1st Ave NE from G St to H St	2,000	
4th Ave NE from Washington St to C St	3,385	
10th Ave NE from Washington St to I St	6,105	
Willow St from S 6th St to 13th St SE	10,485	
Quince St from S 8th St to 13th St SE	18,295	
SW 4th St to May Street to SW 6th to College Dr	14,710	
4th Ave NE from M St to H St	13,075	
S 8th St/S 9th St from Quince to Willow St	8,715	

Total 110,625

*Underlined Segments are Safe Routes to
School funds

Multi Use Trail	Sq. Ft	Estimated Cost
<u>Locations:</u>		\$4-\$10 Sq. Ft
East side of NW 4th St from Jackson St to Hwy 210	20,330	
Multi use trail and/or sidewalk of 13th St SE from Hwy 210 to Thiesse Drive (east side of 13th St SE)	105,510	
Total	125,840	

Bike Lanes	Estimated Cost
<u>Locations:</u>	
Co Rd 20 from Jackson to Beaver Dam Rd	
Willow St (5th St) from S 6th St to College Drive	
Total	0

Other	Estimated Cost
<u>Locations:</u>	
Sharrow symbols in both directions on designated bicycle routes	
Total	0

Projects Tier 2 (2020-2023)

Maintenance		Estimated Cost
<u>Locations:</u>		
	Total	

ADA Compliance		Estimated Cost
<u>Locations:</u>		
	Total	

Crosswalks	Estimated Cost
<u>Locations:</u>	
Total	

Sidewalks	Sq. Ft.	Estimated Cost
<u>Locations:</u>		\$20/Sq. Ft.
Gillis Ave from Washington St to B St	1,600	
2nd Ave NE from F St to G St	1,615	
Mill Ave from Washington St to E St	2,750	
13th Ave NE from N St to Hwy 210	10,715	
B St from 2nd Ave NE to 4th Ave NE	1,550	
C St from Gillis Ave to 3rd Ave NE	15,465	
F St from 3rd Ave NE to Mill Ave	950	
<u>9th Ave NE from N St to Q St</u>	4,845	
4th Ave NE from Washington St to C St	4,065	
<u>L St from Mill Ave to 9th St</u>	4,450	
<u>L St from 12th Ave NE to 14th Ave NE</u>	3,320	
<u>J St from 12th Ave NE to 13th Ave NE</u>	1,615	
Norwood St from 9th St SE to 12th St SE	1,750	
Tamarac St from S 6th St to S 7th St	1,500	

*Underlined Segments are Safe Routes to School funds

Other	Estimated Cost
<u>Locations:</u>	
Total	0

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

March 6, 2017
City Hall Conference Room
6:30 P.M.

1. Approval of Bills & Payments to Contractors

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained</u>
S.E.H.	14-15	Appt Util Ext thru 1/31	\$15,942	\$0

2. POC Trainee/Probationary Pay Rate
3. HR Intern – Approval to Hire with Funding from NJPA
4. Street Department Capital Equipment Purchases
5. Resolution to Close Out Bond Fund 308
6. Notification of Budgeted Expenditures – Discussion of a Need for Policy
7. 2018 Polling Places
8. HRA Per Diem Discussion (Carryover from February 6, 2017 Meeting)
9. 2018 Bonding Priorities

PACKET: 03918 03/06/17 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-247461	101-41940-2220	REPAIR & MAIN WALL PLATE	075061	0.53
01-0061	BODY WORKS					
		I-98475	101-41940-2220	REPAIR & MAIN RIGHT MIRROR REPLACED '14 IMPA	075070	227.88
01-0087	VISIT BRAINERD					
		I-JANUARY 2017	101-49200-3340	LODGING TAX R JANUARY 2017 LODGING	075139	246.95
01-0100	BUSINESS FORMS PLUS					
		I-211537	101-41400-2210	OPERATING SUP 1095B & 1094B FORMS	075073	36.51
01-0120	COALITION OF GR MN CITI					
		I-02/21/2017	101-41400-3330	PROFESSIONAL CGMC LEGISLATIVE ACTION DAY TH	075080	65.00
01-0215	JANITORIAL SERVICES OF					
		I-407675	101-41940-3300	PROFESSIONAL FEBRUARY CLEANING SERVICES	075100	589.70
01-0233	LEAGUE OF MN CITIES					
		I-251369	101-41110-3330	PROFESSIONAL '17 LEADERSHIP CONF - DAVE B.	075105	325.00
		I-251369	101-41110-3330	PROFESSIONAL '17 LEADERSHIP CONF - JAN L.	075105	325.00
		I-251369	101-41110-3330	PROFESSIONAL '17 LEADERSHIP CONF - KEVIN S.	075105	325.00
01-0284	OFFICE SHOP					
		I-1020222-0	101-41400-3430	MISCELLANEOUS OVERHEAD CABINET ADMIN SPEC DE	075119	198.00
		I-1021191-0	101-41940-3430	MISCELLANEOUS TABLE IN COPY/SUPPLY ROOM	075119	329.00
01-0291	PIKE PLUMBING AND HEATI					
		I-65644	101-41940-2220	REPAIR & MAIN ANNUAL BACKFLOW PREVENT TEST	075121	180.00
01-0307	CENTERPOINT ENERGY					
		I-5942870-6/FEB 17	101-41940-3380	UTILITIES HEAT 1/19-2/17	075077	805.96
		I-6031615-5/FEB 17	101-41940-3380	UTILITIES HEAT 1/19-2/17	075077	341.83
01-0447	CDW GOVERNMENT, INC					
		I-GXB8126	101-41800-2210	OPERATING SUP CHROMEBOOK & 4 USB DRIVES	075076	280.67
01-0533	INSTY-PRINTS					
		I-84890	101-41940-2210	OPERATING SUP CITY OF BRAINERD ENVELOPES	075097	448.73
		I-84891	101-41940-2210	OPERATING SUP LETTERHEAD & SECOND SHEET	075097	611.67
01-0619	LEAGUE OF MN CITIES					
		I-2017 DIRECTORY	101-49200-3430	MISCELLANEOUS 12 COPIES OF '17 CITY OFFICIAL	075104	678.40
01-0745	BATTERIES PLUS					
		I-035-325388	101-41940-2220	REPAIR & MAIN 5 6V BATTERIES	075068	74.95
01-1432	INTEGRA TELECOM					
		I-14482178	101-41940-3321	TELEPHONE ELEV PHONE LINES 2/23-3/22	075098	47.39

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1753	MARCO					
		I-INV4075345	101-41800-3300	PROFESSIONAL EMAIL ARCHIVER MAINT - BARRACU	075108	948.00
01-2257	U.S. BANK					
		I-FEB 17 ADM	101-41400-3330	PROFESSIONAL HOLIDAY INN - LODGING CONF THO	075131	175.22
		I-FEB 17 ADM	101-41940-2212	MOTOR FUELS HOLIDAY - FUEL CONF THOREEN	075131	26.90
		I-FEB 17 ENG	101-41700-3330	PROFESSIONAL EMBASSY SUITES - TRAINING PAUL	075131	438.36
		I-FEB 17 ENG	101-42400-3330	PROFESSIONAL OAK RIDGE HOTEL TRAINING CHUCK	075131	235.12
		I-FEB 17 ENG	101-42400-3309	COMPUTER TECH AMAZON - LAPTOP ACCESSORIES	075131	82.93
		I-FEB 17 ENG	101-42400-3309	COMPUTER TECH AMAZON - LAPTOP ACCESSORIES	075131	13.94
		I-FEB 17 ENG	101-42400-3309	COMPUTER TECH AMAZON - RETURN LAPTOP ACCESSO	075131	27.42
		I-FEB 17 IT	101-41800-3430	MISCELLANEOUS AMAZON - DESK RISER STRONG	075131	295.00
		I-FEB 17 IT	101-41800-3430	MISCELLANEOUS AMAZON - DESK RISER TURKOWSKI	075131	249.00
		I-FEB 17 IT	101-41800-3430	MISCELLANEOUS AMAZON - REFUND DAMAGE DESK	075131	125.00
		I-FEB 17 IT	101-41800-3309	COMPUTER SUPP ZENDESK - HELPDESK SUBSCRIPTIO	075131	456.00
		I-FEB 17 PLN	101-41910-3433	DUES & SUBSCR CONSTANT CONTACT	075131	20.00
01-2552	TYLER TECHNOLOGIES					
		I-025-181505	101-41400-3309	COMPUTER TECH SECURE SIGNATURE 4/17-3/18	075130	423.53
01-2915	MINNESOTA ELEVATOR INC					
		I-696996	101-41940-3300	PROFESSIONAL ELEVATOR SERV AGREEMENT	075110	290.57
01-3413	RATWIK, ROSZAK AND MALO					
		I-59984	101-14100	DUE FROM COMP BPU JANUARY ATTORNEY EXPENSES	075122	4,497.32
		I-59984	101-14100	DUE FROM COMP HRA JANUARY ATTORNEY EXPENSES	075122	551.00
		I-JANUARY 2017	101-41610-3301	CITY ATTORNEY JANUARY ATTORNEY EXPENSES	075122	4,239.47
01-3469	LAKES AREA MAT SERVICE					
		I-#522: 20170207	101-41940-3410	RENTAL EXPENS #522 CITY HALL RUG SERVICE	075103	49.91
		I-#522: 20170221	101-41940-3410	RENTAL EXPENS #522 CITY HALL RUG SERVICE	075103	49.91
01-3502	DAKOTA MAILING					
		I-AR12331	101-49200-2210	OPERATING SUP RED INK FOR POSTAGE MACHINE	075085	99.00
				FUND 101 GENERAL FUND	TOTAL:	19,126.93

PACKET: 03918 03/06/17 COUNCIL

VENDOR SET: 01

FUND : 203 TRANSIT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0086	CITY OF BRAINERD					
		I-MAR 2017	203-49000-3410	RENTAL EXPENS MAR 17 TRANSIT RENT	075079	550.00
01-0447	CDW GOVERNMENT, INC					
		I-GTP0179	203-49000-3309	COMPUTER TECH MS OEM WIN PRO 32/64 LIC ESD	075076	189.49
		I-GTV2460	203-49000-3309	COMPUTER TECH PLANTRONICS APC-42 EHS CABLE	075076	59.25
01-1965	NORTH CENTRAL BUS SALES					
		C-CM237683	203-49000-2210	OPERATING SUP MEMORY CARD RETURNED	075115	229.33-
		I-238484	203-49000-2210	OPERATING SUP 500 GB SS DRIVE	075115	461.89
01-2257	U.S. BANK					
		C-FEB 17 TRANS	203-49000-3309	COMPUTER TECH OTTERBOX RETURNED	075131	70.07-
		C-FEB 17 TRANS	203-49000-3309	COMPUTER TECH AMAZON - SAMSUNG GALAXY SCREEN	075131	24.94
				FUND 203 TRANSIT FUND	TOTAL:	986.17

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FUND : 211 LIBRARY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0011	ACE HARDWARE					
		I-246306	211-45500-2220	REPAIR & MAIN DOUBLE SIDED TAPE, CLAMP, GLUE	075061	50.57
		I-246915	211-45500-2220	REPAIR & MAIN SALT & BIT	075061	10.94
01-0102	CANON FINANCIAL SERVICE					
		I-16991173	211-45505-3430	MISC - COPY M CONTRACT CHARGE FEB 2017	075075	92.98
01-0207	ISD #181 BRAINERD PUBLI					
		I-2017001	211-45505-3430	MISC - COPY M LEGO WEDO - MID MN GRANT	075099	1,034.25
01-0307	CENTERPOINT ENERGY					
		I-6032449-8/FEB 17	211-45500-3380	UTILITIES HEAT 1/19-2/17	075077	920.63
01-0344	WASTE PARTNERS INC					
		I-71X00704	211-45500-3430	MISCELLANEOUS JANUARY GARBAGE SERVICE	075140	70.14
01-0561	PEOPLES SECURITY					
		I-149915	211-45500-3400	REPAIR & MAIN ANNUAL MONITORING	075120	251.88
01-0736	NORTHLAND FIRE PROTECTI					
		I-25761	211-45500-3400	REPAIR & MAIN UPDATE FIRE SPRINKLER	075117	1,465.00
01-2257	U.S. BANK					
		I-FEB 17 LIB	211-45500-2200	OFFICE SUPPLI AMAZON - SHARPIES, TAPE, NOTEP	075131	99.54
		I-FEB 17 LIB	211-45501-3430	MISC - SPECIF VOLUNTEER RECOG SUPPLIES	075131	51.45
		I-FEB 17 LIB	211-45500-3400	REPAIR & MAIN ALARM REGISTRATION	075131	20.00
		I-FEB 17 LIB	211-45500-3322	POSTAGE COMPUTER SHIPPING	075131	28.72
		I-FEB 17 LIB	211-45500-3322	POSTAGE STAMPS	075131	49.00
		I-FEB 17 LIB	211-45500-2220	REPAIR & MAIN CABLES, STAMPER, CARDS	075131	80.54
01-2684	BRAINERD PARKS & RECREA					
		I-1027961.002	211-45503-3430	MISC - USE OF SRP - AD	075071	100.00
01-3438	D - D BEVERAGE, LLC					
		I-1237679	211-45500-2220	REPAIR & MAIN CLEANER & TISSUE	075083	85.10
		I-1237778	211-45500-2220	REPAIR & MAIN TISSUE PAPER & TOWEL	075083	82.50
		I-87824	211-45500-2220	REPAIR & MAIN SOAP	075083	82.80
				FUND 211 LIBRARY FUND	TOTAL:	4,576.00

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FUND : 224 DUI FORFEITURE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0888	WEST BRAINERD AUTO SERV					
		I-28424	224-42150-2210	OPERATING EXP TOW ICR: 17002462	075141	45.00
		I-28462	224-42150-2210	OPERATING EXP TOW ICR: 17002415	075141	45.00
				FUND 224 DUI FORFEITURE	TOTAL:	90.00

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 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-247254	225-42120-2200	OFFICE SUPPLI EXTENSION CORD	075061	5.12
01-0085	BRAINERD POLICE DEPT					
		I-FEB 2017	225-42120-3430	MISCELLANEOUS MICKEY'S - OFFICER INTERVIEWS	075072	25.05
		I-FEB 2017	225-42120-3322	POSTAGE POSTAGE	075072	0.49
01-0102	CANON FINANCIAL SERVICE					
		I-16991174	225-42220-3331	LEASE PAYMENT MARCH 2017 COPIER LEASE	075075	66.23
01-0198	CANAM TACTICAL K9 LLC					
		I-2017-02	225-42120-3330	PROFESSIONAL 705/727 - NARCOTICS DETECTION	075074	500.00
01-0209	HEARTLAND TIRE INC.					
		I-0000072166	225-42120-2221	SQUAD CAR REP SQD 404 - TIRES	075095	473.16
01-0226	LAKES AREA MAT SERVICE					
		I-#580: 20170207	225-42120-3430	MISCELLANEOUS #580 POLICE DEPT MAT SERVICE	075102	40.15
		I-#580: 20170221	225-42120-3430	MISCELLANEOUS #580 POLICE DEPT MAT SERVICE	075102	40.15
01-0242	MALLIE LAW OFFICE, PA					
		I-MARCH 2017	225-42127-3310	MISDEMEANOR P MARCH 2017	075107	15,272.91
01-0265	OFFICE OF MN.IT SERVICE					
		I-W17010719	225-42127-3430	MISC - PROSEC JAN CITY PROSECUTOR PHONE	075118	63.90
01-0284	OFFICE SHOP					
		I-1021250-0	225-42120-2200	OFFICE SUPPLI TASK CHAIR (717)	075119	279.00
01-0307	CENTERPOINT ENERGY					
		I-5956221-6/FEB 17	225-42120-3380	UTILITIES HEAT 1/19-2/17	075077	195.39
		I-6004720-6/FEB 17	225-42220-3380	UTILITIES HEAT 1/19-2/17	075077	333.20
01-0314	SHANNON'S AUTO BODY					
		I-22454	225-42220-2220	REPAIR & MAIN TAHOE INS REPAIR CA23801	075126	348.45
01-0418	MN CHIEF'S OF POLICE AS					
		I-4946	225-42120-3430	MISCELLANEOUS POLICE ENTRY TEST BOOKLETS	075113	226.00
01-0745	BATTERIES PLUS					
		I-035-325004	225-42120-2220	REPAIR & MAIN FLUORESCENT BULBS	075068	57.25
		I-035-325062	225-42120-3430	MISCELLANEOUS FLUORESCENT BULB RECYCLING	075068	32.93
		I-035-325442	225-42120-2210	OPERATING SUP CR2032 LITHIUM BATTERIES	075068	5.98
		I-035-325485	225-42120-2221	SQUAD CAR REP SQD 442 - TAILLIGHT BULB	075068	3.99
		I-035-325623	225-42120-2210	OPERATING SUP BATTERIES	075068	72.28
01-0814	TASER INTERNATIONAL INC					
		I-SI1469085	225-42120-3330	PROFESSIONAL TASER TRAINING CARTRIDGES	075129	1,282.20

PACKET: 03918 03/06/17 COUNCIL
 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0900	CUB FOODS - BRAINERD					
		I-02142017	225-42220-2210	OPERATING SUP VINEGAR, LIME AWAY	075082	11.97
01-0944	ASPEN MILLS					
		I-193706	225-42220-1113	UNIFORM ALLOW DUTY JACKETS	075066	3,743.17
01-1343	CHARTER COMMUNICATIONS					
		I-FEB-MARCH 2017	225-42220-3380	UTILITIES FEB-MAR 2017 NE STATION	075078	7.35
01-1815	F.I.R.E. CROSSLAKE					
		I-2274	225-42220-3330	PROFESSIONAL INSTRUCTOR I TRAINING	075090	720.00
		I-2284	225-42220-3330	PROFESSIONAL EMT REFRESHER	075090	600.00
01-1856	EMERGENCY AUTOMOTIVE TE					
		I-DL013117-21A	225-42220-3309	COMPUTER TECH IPAD DOCKING STATION, CASE, PO	075088	442.49
01-1912	MINNEAPOLIS FINANCE DEP					
		I-400451000752	225-42120-3309	COMPUTER TECH JANUARY APS COMP SUPPORT	075109	497.70
01-2257	U.S. BANK					
		I-FEB 17 FD	225-42220-3330	PROFESSIONAL ARROWWOOD - OFFICER TRAINING	075131	251.66
		I-FEB 17 FD	225-42220-3330	PROFESSIONAL ARROWWOOD - OFFICER TRAINING	075131	295.80
		I-FEB 17 FD	225-42220-3330	PROFESSIONAL ARROWWOOD - OFFICER TRAINING	075131	251.66
		I-FEB 17 FD	225-42220-3330	PROFESSIONAL ARROWWOOD - OFFICER TRAINING	075131	251.66
		I-FEB 17 FD	225-42220-3330	PROFESSIONAL ARROWWOOD - OFFICER TRAINING	075131	251.66
		I-FEB 17 FD	225-42220-3330	PROFESSIONAL ARROWWOOD - OFFICER TRAINING	075131	251.66
		I-FEB 17 FD	225-42220-3330	PROFESSIONAL ARROWWOOD - OFFICER TRAINING	075131	16.53
		I-FEB 17 FD	225-42220-3309	COMPUTER TECH BEST BUY - INVISIBLESHIELD	075131	34.99
		I-FEB 17 FD	225-42220-3322	POSTAGE USPS - POSTAGE	075131	10.05
		I-FEB 17 FD	225-42220-3322	POSTAGE USPS - POSTAGE	075131	2.38
		I-FEB 17 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	075131	6.65
		I-FEB 17 PD	225-42120-3322	POSTAGE THE UPS STORE - POSTAGE/SHIPPI	075131	11.16
		I-FEB 17 PD	225-42120-2210	OPERATING SUP TRANSUNION - SSN #S PARKING TI	075131	25.00
		I-FEB 17 PD	225-42120-3430	MISCELLANEOUS CUB FOODS - WATER INTERVIEW PA	075131	2.99
		I-FEB 17 PD	225-42120-3330	PROFESSIONAL AMAZON - REFERENCE BOOK	075131	24.28
		I-FEB 17 PD	225-42120-3330	PROFESSIONAL BEST WESTERN - NIBRS TRAINING	075131	136.35
		I-FEB 17 PD	225-42131-2210	OPERATING SUP LA PD GEAR - 717 TACTICAL EQUI	075131	92.54
		I-FEB 17 PD	225-42120-3330	PROFESSIONAL ACT SOTA - 729 SOTA CONF	075131	275.00
		I-FEB 17 PD	225-42120-3330	PROFESSIONAL ACT SOTA - 721 SOTA CONF	075131	275.00
		I-FEB 17 PD	225-42120-3330	PROFESSIONAL BCA CJTE - 719 LEADING BEYOND	075131	250.00
		I-FEB 17 PD	225-42120-3330	PROFESSIONAL AMAZON - CREDIT FOR RETURN	075131	7.25-
		I-FEB 17 PD	225-42120-2210	OPERATING SUP NARTEC - DRUG TESTING KITS	075131	187.71
		I-FEB 17 PD	225-42120-3322	POSTAGE USPS - POSTAGE/SHIPPING	075131	13.60
		I-FEB 17 PD	225-42120-3322	POSTAGE POSTMASTER - 300 STAMPS	075131	147.00
		I-FEB 17 PD	225-42120-2220	REPAIR & MAIN SEM - SHREDDER MAINT SUPPLIES	075131	48.51
		I-FEB 17 PD	225-42131-2210	OPERATING SUP LA PD GEAR - 717 TACTICAL EQUI	075131	54.45
		I-FEB 17 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	075131	3.21
		I-FEB 17 PD	225-42120-3330	PROFESSIONAL MN CHIEFS ASSOC-702 CHIEF CONF	075131	385.00
		I-FEB 17 PD	225-42120-3330	PROFESSIONAL HOLIDAY INN - 707 BCA MIENS &	075131	123.85

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 VENDOR SET: 01
 FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2257	U.S. BANK	continued				
		I-FEB 17 PD	225-42120-3330	PROFESSIONAL HOLIDAY INN - 705 BCA MIENS &	075131	123.85
		I-FEB 17 PD	225-42120-1113	UNIFORM ALLOW LA PD GEAR - 722 UNIFORM BOOTS	075131	117.98
		I-FEB 17 PD	225-42120-3330	PROFESSIONAL BCA CJTE - 717 DEATH INV/MISSI	075131	300.00
		I-FEB 17 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	075131	4.48
		I-FEB 17 PD	225-42120-2220	REPAIR & MAIN WALMART - SHOWER CURTAIN HOOKS	075131	17.18
		I-FEB 17 PD	225-42120-2220	REPAIR & MAIN WALMART - SHOWER CURTAINS	075131	15.66
		I-FEB 17 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	075131	6.59
01-2589	STAPLES ADVANTAGE					
		I-3329819687	225-42120-2200	OFFICE SUPPLI DATE STAMP, NOTES, LEGAL PADS	075128	28.87
		I-3331028917	225-42120-2210	OPERATING SUP EVIDENCE PACKAGING SUPPLIES	075128	33.96
		I-3331028918	225-42120-2200	OFFICE SUPPLI BINDER	075128	3.52
01-2637	GARTNER REFRIGERATION C					
		I-65387	225-42120-2220	REPAIR & MAIN REPLACE VAV CONTROLLER FOR HVA	075094	1,692.68
01-2921	FARMER BROTHERS COFFEE					
		I-6286001	225-42220-2210	OPERATING SUP COFFEE FOR FIRE DEPT	075091	132.84
01-2924	VERIZON WIRELESS					
		I-9780423795	225-42220-3309	COMPUTER TECH IPAD	075138	379.99
		I-9780423795	225-42220-3321	TELEPHONE FEB-MAR SERVICE	075138	237.17
01-3018	NORTH COUNTRY JANITORIA					
		I-FEBRUARY 2017	225-42120-3300	PROFESSIONAL FEB JANITORIAL SERVICES	075116	1,000.00
01-3118	KULZER, MICHAEL					
		I-TRAVREIM-2/17	225-42120-3330	PROFESSIONAL 705 - MEALS BCA MIENS & MORALS	075101	26.20
01-3168	MOTORS-N-MORE					
		I-24878	225-42120-2221	SQUAD CAR REP SQD 419 - OIL CHANGE	075114	23.00
		I-24880	225-42120-2221	SQUAD CAR REP SQD 418 - STABILITY SYSTEM	075114	86.00
		I-24895	225-42120-2221	SQUAD CAR REP SQD 423 - OIL CHANGE	075114	23.00
		I-24904	225-42120-2221	SQUAD CAR REP SQD 404 - OIL CHANGE	075114	23.00
		I-24910	225-42120-2221	SQUAD CAR REP SQD 415 - OIL CHANGE	075114	23.00
01-3202	INNOVATIVE OFFICE SOLUT					
		I-IN1522467	225-42120-2200	OFFICE SUPPLI TABS, MEMO BOOKS, PENS, ETC.	075096	44.23
		I-IN1522467	225-42120-2210	OPERATING SUP EVIDENCE SUPPLIES	075096	32.22
01-3239	ATHMAN, JUSTIN					
		I-REIM 2/17	225-42120-1113	UNIFORM ALLOW 717 - INVESTIGATOR UNIFORM	075067	316.77
01-3438	D - D BEVERAGE, LLC					
		I-141096	225-42220-2210	OPERATING SUP HI GLOSS, HAND SOAP, ZIP STRIP	075083	63.70
		I-141362	225-42220-2210	OPERATING SUP HI GLOSS	075083	24.20
01-3503	EQUIPMENT MANAGEMENT CO					

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PACKET: 03918 03/06/17 COUNCIL

VENDOR SET: 01

FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
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01-3503 EQUIPMENT MANAGEMENT CO continued

I-50189	225-42220-3300	PROFESSIONAL EXTRICATION EQUIP ANNUAL TEST	075089	595.00
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FUND	225	PUBLIC SAFETY FUND	TOTAL:	34,394.70
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REGULAR DEPARTMENT PAYMENT REGISTER

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PACKET: 03918 03/06/17 COUNCIL

VENDOR SET: 01

FUND : 227 RECYCLING FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1286	EAST SIDE OIL COMPANY					
		I-R66604	227-43230-3428	USED OIL RECY 2/16/17 FILTER & ANTIFREEZE	075087	105.00
			FUND	227 RECYCLING FUND	TOTAL:	105.00

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FUND : 230 PARK & RECREATION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0926	MINNESOTA T'S					
		I-OS 26748	230-45212-2210	OPERATING SUP KICKBALL PROGRAM SHIRTS	075111	414.12
		I-S 26746	230-45202-2210	OPERATING SUP SOCCER PROGRAM SHIRTS	075111	655.53
		I-S 26749	230-45230-2210	OPERATING SUP VOLLEYBALL PROGRAM SHIRTS	075111	415.88
		I-S 26750	230-45202-2210	OPERATING SUP STAFF SHIRTS	075111	77.62
		I-S 26750	230-45203-2210	OPERATING SUP STAFF SHIRTS	075111	77.62
		I-S 26750	230-45204-2210	OPERATING SUP STAFF SHIRTS	075111	77.62
		I-S 26750	230-45205-2210	OPERATING SUP STAFF SHIRTS	075111	77.62
		I-S 26750	230-45206-2210	OPERATING SUP STAFF SHIRTS	075111	77.62
		I-S 26750	230-45212-2210	OPERATING SUP STAFF SHIRTS	075111	77.62
		I-S 26750	230-45228-2210	OPERATING SUP STAFF SHIRTS	075111	77.62
01-1159	WINNERS TROPHY					
		I-8595	230-45209-2210	OPERATING SUP ADULT POND HOCKEY TROPHY	075142	75.00
01-2257	U.S. BANK					
		I-FEB 17 PK	230-45220-2210	OPERATING SUP HOCKEY HOUSE SKATE SHARPENING	075131	29.90
		I-FEB 17 PK	230-45211-2210	OPERATING SUP DOLLAR TREE/COUNTRY HEARTH	075131	28.00

FUND	230	PARK & RECREATION FUND	TOTAL:	2,161.77
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PACKET: 03918 03/06/17 COUNCIL

VENDOR SET: 01

FUND : 235 STREET & SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-247160	235-43100-2220	REPAIR & MAIN DRYWALL	075061	4.49
		I-247182	235-43100-2220	REPAIR & MAIN PIPE	075061	1.00
		I-247557	235-43100-2220	REPAIR & MAIN CUP SUCTION HOOKS	075061	1.24
01-0039	AMERIPRIDE LINEN SERVIC					
		I-2200884257	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	075065	92.89
		I-2200886851	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	075065	103.40
01-0170	FASTENAL COMPANY					
		I-MNBAX203354	235-43100-2220	REPAIR & MAIN NUTS, BOLTS, NYLOCKS, CHAIN	075092	29.94
		I-MNBAX203601	235-43100-2220	REPAIR & MAIN GUARDRAIL (OSHA)	075092	169.00
01-0307	CENTERPOINT ENERGY					
		I-5974635-4/FEB 17	235-43100-3380	UTILITIES HEAT 1/19-2/17	075077	734.21
01-1093	ROAD EQUIPMENT PARTS CE					
		I-MB731828	235-43100-2220	REPAIR & MAIN DOT INSPECT '04 STERLING	075123	100.25
		I-MB731874	235-43100-2220	REPAIR & MAIN DOT INSPECT '07 STERLING	075123	100.25
		I-MB731885	235-43100-2220	REPAIR & MAIN DOT INSPECT '15 MACK	075123	100.25
		I-MB731912	235-43100-2220	REPAIR & MAIN DOT INSPECT '04 STERLING	075123	100.25
		I-MB731918	235-43100-2220	REPAIR & MAIN DOT INSPECT '02 FORD F450	075123	100.25
		I-MB731918	235-43100-2220	REPAIR & MAIN WHEEL ALIGNMENT	075123	156.74
		I-MB731925	235-43100-2220	REPAIR & MAIN DOT INSPECT '01 STERLING	075123	100.25
		I-MB731948	235-43100-2220	REPAIR & MAIN DOT INSPECT '16 CHEVY	075123	100.25
		I-MB731961	235-43100-2220	REPAIR & MAIN DOT INSPECT '07 TOWMASTER	075123	100.25
01-1453	AMERICAN DOOR WORKS					
		I-0176350-IN	235-43100-2220	REPAIR & MAIN OVERHEAD DOOR REPAIR	075064	225.00
01-2902	ADVANCE AUTO PARTS					
		I-6574705477911	235-43100-2220	REPAIR & MAIN LUBE	075063	6.02
01-3205	CROW WING POWER					
		I-MAR 2017	235-43100-3380	UTILITIES SECURITY LIGHT @ WISE ROAD	075081	12.00
01-3438	D - D BEVERAGE, LLC					
		I-141091	235-43100-2210	OPERATING SUP KITCHEN SUPPLIES	075083	31.60
		I-141970	235-43100-2210	OPERATING SUP 2 SOAP DISPENSERS, SOAP	075083	105.80
			FUND	235 STREET & SEWER FUND	TOTAL:	2,475.33

PAGE: 13

FUND : 236 PARKING LOT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0603	BURLINGTON NORTHERN-SAN					
		I-40548071-2017	236-43180-3430	MISCELLANEOUS 3/30/17-3/29/18 BN LOT RENT	075069	12,667.70
				FUND 236 PARKING LOT FUND	TOTAL:	12,667.70

3/02/2017 10:17 AM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 14

PACKET: 03918 03/06/17 COUNCIL

VENDOR SET: 01

FUND : 237 SANITARY SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0239	MACQUEEN EQUIPMENT INC					
		I-P04104	237-43190-2220	REPAIR & MAIN 150 SEWER RODS	075106	1,880.78
01-0284	OFFICE SHOP					
		I-1021471-0	237-43190-2210	OPERATING SUP INK CARTRIDGES	075119	39.99
			FUND	237 SANITARY SEWER FUND	TOTAL:	1,920.77

3/02/2017 10:17 AM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 15

PACKET: 03918 03/06/17 COUNCIL

VENDOR SET: 01

FUND : 238 STORM SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-247158	238-43160-2220	REPAIR & MAIN BATTERY, NIPPLES, COUPLERS, BU 075061		19.94
			FUND	238 STORM SEWER FUND	TOTAL:	19.94

3/02/2017 10:17 AM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 16

PACKET: 03918 03/06/17 COUNCIL

VENDOR SET: 01

FUND : 400 CAPITAL PROJECTS FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1573	DELL MARKETING LP					
		I-10141973707	400-49050-5530	CAPITAL - OTH POWER EDGE R730 SERVER	075086	4,967.62
			FUND	400 CAPITAL PROJECTS FUND	TOTAL:	4,967.62

PAGE: 17

PACKET: 03918 03/06/17 COUNCIL
VENDOR SET: 01
FUND : 401 CONSTRUCTION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0317	SHORT ELLIOTT HENDRICKS					
		I-328381	401-41415-3300	PROFESSIONAL ARPT UTIL EXT THRU 1/31	075127	15,941.64
01-1573	DELL MARKETING LP					
		I-10141973707	401-41401-3430	MISCELLANEOUS POWER EDGE R730 SERVER	075086	1,000.00
		I-10141973707	401-41403-3430	MISCELLANEOUS POWER EDGE R730 SERVER	075086	1,000.00
		I-10141973707	401-41613-3430	MISCELLANEOUS POWER EDGE R730 SERVER	075086	1,000.00
01-2257	U.S. BANK					
		I-FEB 17 ENG	401-41401-3430	MISCELLANEOUS GODADDY - SEC. CERT FOR SERVER	075131	49.99
		I-FEB 17 ENG	401-41403-3430	MISCELLANEOUS GODADDY - SEC. CERT FOR SERVER	075131	49.99
		I-FEB 17 ENG	401-41613-3430	MISCELLANEOUS GODADDY - SEC. CERT FOR SERVER	075131	49.99
01-2664	RTVISION, INC.					
		I-12714	401-41401-3430	MISCELLANEOUS ONE OFFICE SOFTWARE, PROJ MGMN	075125	905.00
		I-12714	401-41403-3430	MISCELLANEOUS ONE OFFICE SOFTWARE, PROJ MGMN	075125	905.00
		I-12714	401-41613-3430	MISCELLANEOUS ONE OFFICE SOFTWARE, PROJ MGMN	075125	905.00
01-2902	ADVANCE AUTO PARTS					
		I-6574704414358	401-49030-3430	MISCELLANEOUS WIPER BLADES ('05 DAKOTA)	075063	5.75
				FUND	401 CONSTRUCTION FUND	TOTAL:
						21,812.36

PACKET: 03918 03/06/17 COUNCIL

VENDOR SET: 01

FUND : 405 PARK DEDICATION CAPITAL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-3504	FUNDRAISING BRICK LLC					
	I-6513		405-49065-3430	MISCELLANEOUS SPONSOR BRICKS FOR GREGORY FOU	075093	252.00
				FUND	405	PARK DEDICATION CAPITAL TOTAL: 252.00
					REPORT GRAND TOTAL:	105,556.33

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: March 6, 2017

Title of Item: POC Trainee/Probationary Pay Rate

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Fire Chief Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Holmes	Estimated Time Needed: 10 minutes
Summary of Issue: This request is to have a Trainee and Probationary Firefighter pay rate for new Paid on Call firefighters. This step process will be included in the updated Fire Department Policy Manual.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve proposed pay rate change for Trainee and Probationary Firefighters effective January 2017. Trainee Firefighter pay rate at 60% of regular firefighter rate. Probationary Firefighter rate at 80% of regular firefighter rate.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u> There will be a cost savings for POC payroll of new firefighters hired.	

Trainee Firefighter - An employee hired by the City of Brainerd as a Firefighter will be placed as a Trainee Firefighter at the rate of pay established by the City Council for a period up to two years. The employee will work on the training requirements and general operations of the Fire Department during this trainee time period. Upon successful completion of this time period, the employee can be moved up to Probationary Firefighter. The Fire Chief has the discretion to increase the Trainee period within reason, or move the employee to Probationary Firefighter at a time he or she deems appropriate.

Probationary Firefighter - A Firefighter that has successfully completed the Trainee Firefighter training can be moved up to Probationary Firefighter at the rate of pay established by the City Council for a period of one year. To move to a Probationary Firefighter they must have successfully completed the following; FFI, FFII, EMR, ICS 100, and IC 200. The employee will continue to work on training and advanced operations at all emergency scenes. Upon successful completion of this time period, the employee can be moved up to the current regular pay of Firefighter established by the City Council. The Fire Chief has the discretion to increase the intermediate period within reason, or move the employee to full pay Firefighter at a time he or she deems appropriate.

The recommended pay steps are as follows:

60% of current firefighter pay rate	Trainee Firefighter
80% of current firefighter pay rate	Probationary Firefighter
Current regular firefighter pay rate	Firefighter

Proposed rate for 2017

\$11.79 per hour	Trainee Firefighter
\$15.72 per hour	Probationary Firefighter
\$19.65 per hour	Firefighter



Brainerd City Council Agenda Request

P & F
3

Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: HR Intern Opportunity

☐ 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: Kris Schubert	Department: Administration
Presenter (Name & Title): HR Coordinator Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: For the past couple of years, the National Joint Powers Alliance (NJPA) has helped fund several internships for the City of Brainerd. In December, Ms. Anna Gruber from NJPA contacted me inquiring if the City of Brainerd/BPU would consider hosting an HR Intern. On Tuesday City Administrator Thoreen, BPU Superintendent Magnuson, and BPU Finance Director Wicklund and I met with and interviewed the individual that contacted NJPA about the HR internship opportunity. The individual is Megan Duhn and she will be completing her Bachelor of Business Administration at UMD this spring. Human Resource Management is her Major with a Minor in Accounting. Based on this meeting, City/BPU Management Staff unanimously recommend that we provide Ms. Duhn a conditional job offer for a summer HR Internship starting May 8, 2017, at \$12 per hour for the timeframe allowed by law.	
Alternatives, Options, Effects on Others/Comments: NJPA notified the City that it will reimburse up to \$12 per hour + Employer FICA and Medicare payroll taxes for Internship participants in 2017. NJPA clarified that the individual does not need to receive college credit for the Internship; however, the individual must be enrolled in at least one college class to qualify for the program. NJPA also clarified that the City of Brainerd will be eligible for reimbursement of the identified expenses for multiple internships this year i.e. Park Intern, GIS Intern, Planning Intern, Code Compliance Intern, etc. in addition to the HR Intern if the participants meet their criteria. Last year NJPA reimbursed Brainerd for hourly wages up to \$10 per hour + Employer payroll taxes for two positions.	
Recommended Action/Motion: Motion to authorize a conditional job offer to Megan Duhn as an HR Intern for the City of Brainerd/BPU with an anticipated date of hire of May 8, 2017 subject to successful completion of pre-employment background check; further, that the rate of pay be set at \$12 per hour.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ 12.00/hour + payroll tax Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> This position was not included in the 2017 budget; however, NJPA has committed to reimburse up to \$12 per hour + Employer payroll tax costs (up to 40 hours per week); therefore, the City's overall cost would be for work comp premiums and office setup.	



Brainerd City Council Agenda Request

PdF
4
Agenda Item #

Requested Meeting Date: March 6th, 2017

Title of Item: Street Department Capital Equipment Purchases

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Paul Sandy, Assistant City Engineer	Department: Engineering
Presenter (Name & Title): Connie Hillman, Finance Director	Estimated Time Needed: 5 Minutes
Summary of Issue: Staff has received quotes for the capital equipment purchases included in the 2017 budget pertaining to a new tractor with new broom and mower attachments and a 12" wood chipper.	
Alternatives, Options, Effects on Others/Comments: The amount originally budgeted for the tractor with broom and mower attachment was \$55,000 plus an assumed trade-in value of \$1,000 for the old tractor and attachments. The amount originally budgeted for the chipper was \$58,000 plus an assumed trade-in value of \$7,000 for the old chipper. Staff has received and reviewed quotes for both capital items. The tractor with broom and mower attachments came back at \$59,444.92 (\$43,416.92 tractor + \$6,818.00 broom + \$9,210.00 mower). This is \$4,444.92 over the budgeted amount. The quote did not include a trade in value for the old tractor and attachments because the dealer did not want the tractor. Staff is planning to sell the tractor and attachments on the public surplus auction. This price is the NJPA contract price for this type of tractor and attachments. The total quoted price for the chipper is \$37,266.84. This price is from the state contract and includes a \$12,000 trade in value for the old chipper. The original budgeted amount was for a 15" chipper. After further consultation with street department staff, staff decided that a 12" chipper (we have a 12" chipper currently) would suffice because anything over 12" we usually haul away and do not chip. Total budgeted amount for equipment and trade-in values is \$105,000. Total quoted amounts with a trade-in on the chipper is \$96,711.76.	
Recommended Action/Motion: Staff is recommending approval of the overrun of cost on the broom tractor and attachments and the total cost for the purchase of the 2 capital equipment items for the street department for a total cost of \$96,711.76. This is \$8,288.24 under the budgeted amount for the two items combined.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☒ No What is the total cost, with tax and shipping \$ <u>\$96,711.76</u> Is this budgeted? ☒ Yes ☐ No Please Explain:	



Tri-State Bobcat
 1200 Highway 13 East
 Burnsville, MN 55337
 USA
 952-894-0894 (Phone)
www.tristatebobcat.com

QUOTATION

Quote #	Quote Created	Last Updated	Salesperson
67858	March 1, 2017 11:20 AM by Tri-State Bobcat	March 1, 2017 11:31 AM by Tri-State Bobcat	Nick Kentros

CUSTOMER:	BILL TO:	SHIP TO:
City of Brainerd 501 Laurel Street Brainerd, MN 56401 USA 218-828-2307 (Phone) Dale (Contact) brdss@brainerd.ent	Tri-State Bobcat 1200 Highway 13 East Burnsville, MN 55337 USA 952-894-0894 (Phone) Nick Kentros (Contact) nick@tristatebobcat.com	Tri-State Bobcat 3101 Spruce Street Little Canada, MN 55117 USA 952-894-0894 (Phone) Nick Kentros (Contact) nick@tristatebobcat.com

MODEL 250XP (12" DISC STYLE) BRUSH BANDIT

Qty	Part #	Description
1	MODEL-250	Model 250XP - (12" Disc Style) Brush Bandit

STANDARD EQUIPMENT

Qty	Part #	Description
1	STANDARD	Spring loaded slide box type feed system with (2) horizontal feed wheels 10 5/8" diameter x 19 1/2" wide
1	STANDARD	29" high x 64" wide tapered infeed hopper with 30" fold down infeed hopper tray, heavy-duty taillight covers, and spring lift assists
1	STANDARD	345 degree HAND crank swivel discharge (height adjustable) with 12" adjustable chip deflector
1	STANDARD	Clean out and inspection door on discharge
1	STANDARD	40" diameter x 2" thick (2 knife pocket) chipper disc, each pocket equipped with (2) 1/2" x 4 1/2" x 7 1/4" dual edge knives
1	STANDARD	Pressure check kit for 90 95 150 200 250 255 - Gauge is NOT included
1	STANDARD	13 gallon steel hydraulic tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge
1	STANDARD	40 gallon steel fuel tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge
1	STANDARD	12 volt system with rubber mounted LED taillights, 6 prong replaceable coiled power cord & protected heavy-duty wiring with junction box, and LED clearance lights with reflectors.
1	STANDARD	3/16" x 2" x 6" rectangular tubing with a 1/4" x 3" x 6" tubular tongue
1	STANDARD	Frame / Fender supports
1	STANDARD	8,000 pound capacity tongue jack with 15" of travel and foot pad
1	STANDARD	(2) radiator guard posts
1	STANDARD	Safety control bar controls forward / neutral / reverse
1	STANDARD	Engine disable plug for hood locking pin-preventing engine from operating without pin in place
1	STANDARD	Wooden pusher tool with mount on infeed hopper
1	STANDARD	(2) Last chance safety pull cables
1	STANDARD	Weather resistant manual container
1	STANDARD	Safety DVD, (2) 6" wide x 9" tall Bandit operator's manuals (one paper copy and one waterproof copy tethered to machine) and (1) engine operator's manual
1	STANDARD	Banded chipper belts
1	STANDARD	Spanish & English combination safety decals
1	STANDARD	Lockable aluminum toolbox

PAINT

Qty	Part #	Description
1	333-32273	Standard Imron Industrial Urethane Bandit Yellow (For Whole Tree Chippers/Beast please specify Chipper Guard paint color or Bolt on parts color)

ENGINE

Qty	Part #	Description
1	990-RC1176-757	Perkins 1204E-E44TTA, 147 horsepower with over center style clutch - Tier 4i (Includes 3 year / 3,500 engine warranty) (Includes reversing auto feed with Bandit control panel and fuel saver) (NOT AVAILABLE FOR NEW ORDERS)

BATTERY/BATTERY BOX

Qty	Part #	Description
1	990-100260	Lockable aluminum battery box with (1) 1,000 CCA Interstate battery

AXLE

Qty	Part #	Description
1	990-100465	Single 8,000 pound Torflex EZ lube axle with electric brakes

TIRES/RIMS

Qty	Part #	Description
1	990-100652	(2) 215/75R 17.5" tires mounted on 8-bolt aluminum rims (8,000 pound axles on up)

FENDERS

Qty	Part #	Description
1	990-100415	Aluminum bolt on fenders (Approximately 1/8" thick)

HITCH

Qty	Part #	Description
1	990-100274	2 1/2" Wallace Forge pintle hitch

ADD-ON OPTIONS

Hydraulic Options

Qty	Part #	Description
1	990-100054	Hydraulic lift cylinder for top feed wheel with autofeed (controlled manually unless wireless radio remote option is selected)
1	OPTION-980-5000-	Pressure Check Gauge

Fuel And Hydraulic Tank Options

Qty	Part #	Description
1	990-100124	Shut- off valve for fuel tank
1	990-100127	Gate valve for hydraulic tank

Trailer Related Options

Qty	Part #	Description
1	990-100089	7-PRONG (Flat Pin/RV-Style) Male trailer plug

Miscellaneous Options

Qty	Part #	Description
1	OPTION-911-5000-	4" x 6 1/2" inspection window on belt shield

SPECIAL OPTIONS

Special Miscellaneous Options

Qty	Part #	Description
1	990-100051	Hydraulic winch mounted on infeed hopper (does not include winch line) (Please specify if winch end is to be set-up with fairlead or rollers) Specified: Fairlead

CUSTOMER TOTALS

Customer Net Unit Price:

\$ 49266.84

Customer Allowances / Trade-In: (Bandit 250XP):	- \$ 12000.00
Customer Total After Allowances/Trade-In:	\$ 37266.84
Customer Total:	\$ 37266.84

COMMENTS

Billing Note

By Colleen Hall on 01/11/2017 08:37 AM

BES Inventory sn 4FMUS1615GR502887

Billing Note

By Tri-State Bobcat on 03/01/2017 11:31 AM

Pricing per MN State Contract

SIGNATURE

The Buyer, whose name and address appears above, agrees to purchase from the Seller, whose name and address appears above, the above equipment at the prices stated and upon the terms and conditions of this agreement.

X

Signature

Date



Quote Id: 14716334

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Midwest Machinery Co.
7045 Foley Road
Baxter, MN 56425
218-829-5356
sales@mmcjd.com

Prepared For:

City Of Brainerd



**MIDWEST
MACHINERY CO**

Proposal For:

Delivering Dealer:

Dan Vogt

Midwest Machinery Co.
7045 Foley Road
Baxter, MN 56425

218-829-5356
sales@mmcjd.com

Quote Prepared By:

DAN VOGT
218-838-8111
dvogt@mmcjd.com



JOHN DEERE



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Midwest Machinery Co.
7045 Foley Road
Baxter, MN 56425
218-829-5356
sales@mmcjd.com

Quote Summary

Prepared For:

City Of Brainerd
225 E River Rd
Brainerd, MN 56401

Delivering Dealer:

Midwest Machinery Co.
Dan Vogt
7045 Foley Road
Baxter, MN 56425
Phone: 218-829-5356
Mobile: 218-838-8111
dvogt@mmcjd.com

Quote ID: 14716334
Created On: 07 February 2017
Last Modified On: 14 February 2017
Expiration Date: 07 March 2017

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 4066R Compact Utility Tractor (52 PTO hp) Contract: NJPA Landscaping and Grounds 070313-DAC (PG NB) Price Effective Date: February 7, 2017	\$ 43,416.92 X	1 =	\$ 43,416.92
BERTI TA/K145 Contract: NJPA Landscaping and Grounds 070313-DAC (PG NB) Price Effective Date:	\$ 6,818.00 X	1 =	\$ 6,818.00
MB RHT Contract: NJPA Landscaping and Grounds 070313-DAC (PG NB) Price Effective Date:	\$ 9,210.00 X	1 =	\$ 9,210.00
Equipment Total			\$ 59,444.92

* Includes Fees and Non-contract items

Quote Summary

Equipment Total \$ 59,444.92

Trade In
SubTotal **\$ 59,444.92**
Est. Service \$ 0.00
Agreement Tax

Salesperson : X _____

Accepted By : X _____

Confidential



JOHN DEERE



**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
7045 Foley Road
Baxter, MN 56425
218-829-5356
sales@mmcj.com

Total	\$ 59,444.92
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 59,444.92

Salesperson : X _____

Accepted By : X _____

Confidential



JOHN DEERE



Selling Equipment

Quote Id: 14716334

Customer Name: CITY OF BRAINERD

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513

FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:

Midwest Machinery Co.
7045 Foley Road
Baxter, MN 56425
218-829-5356
sales@mmcj.com

JOHN DEERE 4066R Compact Utility Tractor (52 PTO hp)

Hours:

Stock Number:

Contract: NJPA Landscaping and Grounds 070313-DAC
(PG NB)

Selling Price *
\$ 43,416.92

Price Effective Date: February 7, 2017

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
0380LV	4066R Compact Utility Tractor (52 PTO hp)	1	\$ 39,421.00	17.00	\$ 6,701.57	\$ 32,719.43	\$ 32,719.43
Standard Options - Per Unit							
0409	English Operators Manual and Decal Kit	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
1520	eHydro	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
2060	Deluxe Cab with Air Ride Seat	1	\$ 9,166.00	17.00	\$ 1,558.22	\$ 7,607.78	\$ 7,607.78
5240	16.90-24 (6PR, R4 Industrial, 2 Position)	1	\$ -40.00	17.00	\$ -6.80	\$ -33.20	\$ -33.20
6240	10-16.5 (6PR, R4 Industrial, 2 Position)	1	\$ 135.00	17.00	\$ 22.95	\$ 112.05	\$ 112.05
8244	Factory Installed Stereo (Jensen Stereo with AM/FM, and Weatherband. SIRIUS Satellite and iPod Ready.)	1	\$ 471.00	17.00	\$ 80.07	\$ 390.93	\$ 390.93
8951	Wheelspacers	1	\$ 420.00	17.00	\$ 71.40	\$ 348.60	\$ 348.60
Standard Options Total			\$ 10,152.00		\$ 1,725.84	\$ 8,426.16	\$ 8,426.16
Dealer Attachments/Non-Contract/Open Market							
BLV10640	Engine Coolant Heater Kit (110 Volt)	1	\$ 64.64	17.00	\$ 10.99	\$ 53.65	\$ 53.65
BLV10088	Category 1 Three-Point Hitch Lift Arms and Torsion Tube	1	\$ 710.60	17.00	\$ 120.80	\$ 589.80	\$ 589.80
BLV10086	Front Three-Point Hitch	1	\$ 1,717.10	17.00	\$ 291.91	\$ 1,425.19	\$ 1,425.19
LVB24852	Beacon Light Kit (Cab Only)	1	\$ 244.20	17.00	\$ 41.51	\$ 202.69	\$ 202.69
Dealer Attachments Total			\$ 2,736.54		\$ 465.21	\$ 2,271.33	\$ 2,271.33



JOHN DEERE



Selling Equipment

Quote Id: 14716334

Customer Name: CITY OF BRAINERD

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:

Midwest Machinery Co.
7045 Foley Road
Baxter, MN 56425
218-829-5356
sales@mmcj.com

Value Added Services	\$ 0.00	\$ 0.00	\$ 0.00
Total			
Suggested Price			\$ 43,416.92
Total Selling Price	\$ 52,309.54	\$ 8,892.62	\$ 43,416.92 \$ 43,416.92

BERTI TA/K145

Equipment Notes:

Hours: 0

Stock Number:

Selling Price *

Contract: NJPA Landscaping and Grounds 070313-DAC
(PG NB)

\$ 6,818.00

Price Effective Date:

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
TAK14 5	3-PT MOWER	1	\$ 5,818.00	0.00	\$ 0.00	\$ 5,818.00	\$ 5,818.00
Other Charges							
	Freight	1	\$ 525.00			\$ 525.00	\$ 525.00
	Customer Setup	1	\$ 475.00			\$ 475.00	\$ 475.00
	Other Charges Total		\$ 1,000.00			\$ 1,000.00	\$ 1,000.00
Suggested Price							\$ 6,818.00
Total Selling Price			\$ 6,818.00		\$ 0.00	\$ 6,818.00	\$ 6,818.00

MB RHT

Equipment Notes:

Hours: 0

Stock Number:

Selling Price *

Contract: NJPA Landscaping and Grounds 070313-DAC
(PG NB)

\$ 9,210.00

Price Effective Date:

* Price per item - includes Fees and Non-contract items



JOHN DEERE



Selling Equipment

Quote Id: 14716334

Customer Name: CITY OF BRAINERD

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513

FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:

Midwest Machinery Co.
7045 Foley Road
Baxter, MN 56425
218-829-5356
sales@mmcj.com

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
RHT84	84" ROTART BROOM	1	\$ 8,810.00	0.00	\$ 0.00	\$ 8,810.00	\$ 8,810.00
Other Charges							
	Customer Setup	1	\$ 400.00			\$ 400.00	\$ 400.00
	Other Charges Total		\$ 400.00			\$ 400.00	\$ 400.00
Suggested Price							\$ 9,210.00
Total Selling Price			\$ 9,210.00		\$ 0.00	\$ 9,210.00	\$ 9,210.00



Brainerd City Council Agenda Request

P&F
5
Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Resolution to Close Out Bond Fund 308

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 3 minutes
Summary of Issue: Bond Fund 308 was used to account for the debt service of GO Improvement Series 2006A (NW/SW 4th & Laurel St, and Beaver Dam Utilities). The last debt service payment was February 1, 2017. Therefore we can close out the debt service fund. There is a balance of \$5,861.56 in the debt service fund.	
Alternatives, Options, Effects on Others/Comments: The attached resolution transfers the balance of Fund 308 into the Capital Fund (400). Another alternative would be to transfer the funds into a debt service fund that has a negative balance such as 2011B Refunding (314) or 2015C Go Refunding (322). Any additional fund collected from previous years levies for the 2006A debt service (i.e. delinquent taxes/assessments are collected) will go to the Capital Fund (400).	
Recommended Action/Motion: Recommendation would be adopt the attached resolution.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

RESOLUTION
NO. ____:17

RESOLUTION RELATING TO FINANCE
TRANSFERRING CERTAIN FUNDS TO AND FROM SINKING FUNDS

BE IT RESOLVED by the City Council of the City of Brainerd, Crow Wing County, Minnesota (City) as follows:

Section 1. Background: Findings.

- 1.01 The City maintains Sinking Fund No. 308 (Fund 308) for the purpose of paying bonded indebtedness for the City's General Obligation Improvement Bonds, Series 2006A.
- 1.02 The bonds have been paid off February 1, 2017, and the balance in Fund 308 is a positive \$5,861.56.

Section 2. Transfer: Authorizations.

- 2.01 A sum of \$5,861.56 is to be transferred from Fund 308 to Fund 400 to bring the fund balance in Fund 308 to \$0.
- 2.02 Any future special assessment revenues from Fund 308 will be deposited into Capital Projects Fund No. 400.
- 2.03 The City Administrator is authorized and directed to make the appropriate transfer of funds and adjustments to the fund balances in Sinking Funds 308 and the Capital Projects Funds No. 400.

Adopted this _____ day of March, 2017

DAVID J. PRITSCHET
President of the Council

Approved this _____ day of March, 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator



Brainerd City Council Agenda Request

P & F
6

Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Notification of Budgeted Expenditures - Discussion of a Need for Policy

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 minutes
Summary of Issue: At the February 21, 2017 council meeting, the council made a motion to refer the item of notification of budgeted expenditures to the Personnel and Finance Committee to determine the need for a policy to handle spending of budgeted funds that are not specifically identified.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Discussion item and/or give direction to staff.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Pd F
7

Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: 2018 Polling Places

☒ 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: 5 minutes
Summary of Issue: After the 2016 election, staff meeting with school district representatives. Due to safety concerns for the students and staff, the school district does now want the City to use their buildings as polling locations. We use the following school buildings: Riverside (W2-P1); Lowell (W3-P1); Garfield (W3-P2 & P3), and Harrison (W4-P1).	
Alternatives, Options, Effects on Others/Comments: Staff will be meeting with the County Auditor the end of the month to get more information on polling location requirements, etc. If council has any idea for a new location, please let us know.	
Recommended Action/Motion: Informational	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No Please Explain:	



Brainerd City Council Agenda Request

P & F
8

Agenda Item #

Requested Meeting Date: March 6, 2016

Title of Item: HRA Per Diem Discussion (carryover from February 6, 2017 meeting)

☐ 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: Jennifer Bergman	Department: HRA
Presenter (Name & Title):	Estimated Time Needed: 5 Minutes
Summary of Issue: On August 15th, 2016, the City Council approved on a vote of 5-1 with 1 abstention to discontinue all compensation to city-appointed Boards/Committees/Commissions other than BPU effective December 31, 2016. The Brainerd HRA has received legal advice which finds that it is up to the Brainerd HRA Board to set their per diem according to M.S. 460.011. Also, that state law prevails over the City Charter (letter from HRA Counsel attached). At the last HRA Board meeting, on a 3-2 vote, the HRA voted to continue to pay Board members the \$75 per diem.	
Alternatives, Options, Effects on Others/Comments: The Brainerd HRA Board is responsible for overseeing a \$3.4 million budget. In addition the Brainerd HRA oversees the \$870,000 budgets we manage for the CWC HRA and Crosby HRA along with an additional \$480,000 of Crow Wing County HRA Revolving Loan Funds. The Brainerd HRA is a separate legal entity created under State Statute 469. The City is responsible to create the HRA, appoint its Board members and authorize its levy. The HRA is not an advisory committee. Therefore, Board members can be sued personally. In addition, the Department of Housing and Urban Development (HUD) holds a Board member of a PHA (Public Housing Authority) responsible for the management of the federal funds received by an agency which makes up over 80% of the Brainerd HRA's overall budget.	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> The Brainerd HRA has budgeted \$6,200 to pay per diems in 2017. budget and levy are separate from the City's budget. The HRA levy does not affect the City levy and is a separate levy.	



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RETIRED
DEXTER LARSEN,
RETIRED
MARTHA M. MARKUSEN,
COUNSEL

NICK SMITH (1936-2007)
H.B. FRYBERGER, JR. (1906-1997)
LOREN W. SANFORD (1931-1978)
AMASA E. WHEELER (1889-1970)
H.B. FRYBERGER, SR. (1865-1937)

*Also Licensed in Wisconsin
1 Also Licensed in Arizona
Also Licensed in Michigan
§ Also Licensed in North Dakota
◆ Also Licensed in Colorado and Montana

PLEASE RESPOND TO ST. PAUL OFFICE

August 17, 2016

Jennifer Bergman
Executive Director
Brainerd HRA
324 East River Road
Brainerd, MN 56401

Dear Ms. Bergman:

We have had the opportunity to review the issues raised regarding (i) whether the Brainerd Housing and Redevelopment Authority ("Brainerd HRA") has the authority to compensate its Commissioners by making per diem payments to Commissioners or by paying expenses, including traveling expenses, incurred in the performance of the Commissioners duties and (ii) whether any such compensation must be approved by the City of Brainerd ("City").

As explained below, (i) the Brainerd HRA has the authority to compensate its Commissioners by making per diem payments to Commissioners of up to \$75 for each regular or special meeting they attend and by paying expenses, including traveling expenses, incurred in the performance of the Commissioner's duties and (ii) no approval by the City is required.

In general, the Brainerd HRA is governed by and was established pursuant to Minn. Stat. §§469.001 to 469.047 (the "Act"). Housing and redevelopment authorities ("HRAs") established pursuant to the Act are public bodies corporate and politic which have powers that are specified in the Act and other statutes. Although HRAs must initially be established by a local governing body pursuant to §469.003 of the Act, once an HRA is established it is separate and distinct from the local governing body that established it.

The powers and authority provided to HRAs under the Act are broad. §469.011 of the Act authorizes HRAs to compensate their commissioners by making per diem payments to commissioners of up to \$75 for each regular and special meeting the commissioners attend and by paying necessary expenses, including traveling expenses, incurred in the performance of the commissioner's duties. Specifically, §469.011 of the Act provides:

DULUTH OFFICE: 302 W SUPERIOR STREET • SUITE 700 • DULUTH, MINNESOTA 55802 • PHONE (218) 722-0861 • FAX (218) 725-6800

SUPERIOR OFFICE: 1409 HAMMOND AVENUE • SUITE 330 • SUPERIOR, WISCONSIN 54880 • PHONE (715) 392-7405 • FAX (218) 625-9285

ST. PAUL OFFICE: LAWSON COMMONS • 380 ST. PETER STREET • SUITE 710 • ST. PAUL, MINNESOTA 55102 • PHONE (651) 221-1044 • FAX (218) 625-9298

Subd. 4. Expenses; compensation.

Each commissioner may receive necessary expenses, including traveling expenses, incurred in the performance of duties. Each commissioner may be paid up to \$75 for attending each regular and special meeting of the authority. Commissioners who are full-time state employees or full-time employees of the political subdivisions of the state may not receive the daily payment, but they may suffer no loss in compensation or benefits from the state or a political subdivision as a result of their service on the board. Commissioners who are elected officials may receive the daily payment for a particular day only if they do not receive any other daily payment for public service on that day. Commissioners who are full-time state employees or full-time employees of the political subdivisions of the state may receive the expenses provided for in this subdivision unless the expenses are reimbursed by another source.

§469.011 of the Act authorizes the Brainerd HRA to compensate its Commissioners by making per diem payments to its Commissioners of up to \$75 for each regular and special meeting the Commissioners attend and by paying necessary expenses, including traveling expenses, incurred in the performance of the Commissioner's duties. The authority to pay this compensation is best set forth in the Brainerd HRA's bylaws and a policy setting forth the manner and amounts in which compensation will be provided should be adopted by the Commissioners.

As noted above, once an HRA is established it is separate and distinct from the local governing body that established it. HRAs are not, however, entirely free from oversight by the local governing bodies that establish them. Examples include:

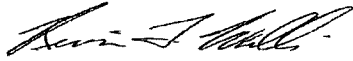
- §469.003 of the Act which provides that an HRA's commissioners are appointed by the mayor of the local governing body that established the HRA.
- §469.033, subd. 6, of the Act which provides that an HRA's levy authority is subject to approval by the local governing body.
- §469.017 of the Act which requires prior approval from the local governing body before eminent domain may be used under certain circumstances.
- §469.028 of the Act which requires prior approval from the local governing body before a redevelopment project is undertaken.

But each of these examples is based upon a specific exception included in the Act or another statute. Decisions by HRAs to provide compensation to their commissioners pursuant to §469.011 of the Act are not subject to one of these exceptions.

The Brainerd HRA is separate and distinct from the City. As a consequence, most of the Brainerd HRA's actions are not dependent upon any additional action or approval by the City. Deciding whether and how much to compensate the Brainerd HRA's Commissioners pursuant to §469.011 of the Act is a decision reserved for the Brainerd HRA itself.

Please contact me with any questions or comments at (651) 221-1044 or by email at kwalli@fryberger.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin T. Walli". The signature is fluid and cursive, with a prominent "K" and "W".

Kevin T. Walli

KW/kmd



Brainerd City Council Agenda Request

P & F
9
Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: 2018 Bonding Priorities

☐ 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): City Administrator Thoreen	Estimated Time Needed: 10 minutes
Summary of Issue: At the February 21, 2017 council meeting, council requested that the 2018 bonding priorities be placed on the next personnel and finance committee agenda for discussion. Attachment A is council minutes from November 2015 and the information provided to council for that meeting. Attachment B is my report from the February 21, 2017 council meeting.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Discussion and provide direction to staff.	
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>	

Resignation of Police Officer Campbell, Effective November 3, 2016 – Accepted with Regret – Hiring of Mr. Nicholas Petri with an Expected Start Date of December 27, 2016, Contingent on Successful Completion of Pre-Employment Screenings – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF POLICE OFFICER PATRICK CAMPBELL EFFECTIVE NOVEMBER 3, 2016 AND TO HIRE MR. NICHOLAS PETRI AS POLICE OFFICER WITH AN EXPECTED STARTING DATE OF DECEMBER 27, 2016 CONTINGENT ON THE SUCCESSFUL COMPLETION OF PRE-EMPLOYMENT SCREENINGS.

Sale of Fire Engine #1 – Authorize Fire Chief to Proceed with Sale at Auction – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE FIRE CHIEF HOLMES TO PROCEED WITH THE SALE OF FIRE ENGINE #1 AT AUCTION.

Sale of Fire Department Hovercraft – Authorize Fire Chief to Proceed with Sale of Hovercraft and Use Proceeds toward Inflatable Boat, Motor and Trailer Purchase – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE FIRE CHIEF HOLMES TO PROCEED WITH THE SALE OF THE FIRE DEPARTMENT HOVERCRAFT WITH PROCEEDS TO BE USED TOWARD THE PURCHASE OF AN INFLATABLE STYLE BOAT WITH MOTOR AND TRAILER.

Muriel West Fee Appeal Follow-up – Appeal Granted – Fire Department to Waive Extrication Fee of \$500 for August 17, 2015 Accident – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON TO GRANT THE APPEAL FILED BY MS. MURIEL WEST AND WAIVE THE \$500 EXTRICATION FEE CHARGED FOR HER AUGUST 17, 2015 ACCIDENT.

Discussion was held by Council.

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

Budget Process – Workshop to be held on Thursday, December 1, 2016 at 6:00 P.M. at City Hall – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, THAT THE CITY COUNCIL HOLD A BUDGET WORKSHOP ON THURSDAY, DECEMBER 1, 2016 AT 6:00 P.M. AT CITY HALL.

Preliminary Discussion of Potential Bonding Requests – Identify The City Water Tower and the Cuyuna Lakes Trail as "Dual Top Priority" Projects in the Request – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO IDENTIFY THE CITY WATER TOWER AND THE CUYUNA LAKES TRAIL AS "DUAL TOP PRIORITY" PROJECTS IN THE CITY'S BONDING REQUESTS TO THE STATE.

2016 Audit Services – Engagement Letter between the City of Brainerd and Clifton Larson Allen identifying a fee of \$44,880 for 2016 Audit Services – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE THE ENGAGEMENT LETTER BETWEEN THE CITY OF BRAINERD AND CLIFTON LARSON ALLEN FOR 2016 AUDIT SERVICES WITH THE FEE OF \$44,880 IDENTIFIED.

Employee Meal Reimbursement Policy – Amend Section 19 of the Employee Policy Manual to Confirm a Total of \$47 for Full-Day Training Meal Reimbursement and Specifying that Breakfast is Reimbursable when an Employee has to leave for Any Training Prior to 7:00 A.M.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AMEND SECTION 19 OF THE EMPLOYEE POLICY MANUAL TO CONFIRM A TOTAL OF \$47 FOR FULL-DAY TRAINING MEAL REIMBURSEMENT AND SPECIFYING THAT BREAKFAST IS REIMBURSABLE WHEN AN EMPLOYEE HAS TO LEAVE FOR ANY TRAINING PRIOR TO 7:00 A.M.

Telephone Issues – Informational

Council Member Koep reported that there had been several issues with the new phone system for the City and that the City Administrator will meet with the City's IT Department to troubleshoot.

Unfinished Business

City of Brainerd Petition Requesting Concurrent Detachment/Annexation of Wastewater Treatment Facility and Surrounding Property from the City of Baxter to the City of Brainerd – Resolution No. 55:16 Adopted – Authorizing Submission of Petition

The Chair recognized Public Utilities Commission Chair Lucy Nesheim, who discussed the history of this issue which involved the Wastewater Treatment Facility (WWTF) and surrounding property totaling 99.51 acres located in Baxter being eligible for a concurrent detachment from Baxter and annexing into Brainerd. Complete statute language was included in the Packet and Ms. Nesheim referred to a letter from the Public Utilities Commission requesting the annexation.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON TO ADOPT RESOLUTION NO. 55:16 – AUTHORIZING THE SUBMITTAL OF A PETITION TO THE OFFICE OF ADMINISTRATIVE HEARINGS AT THE STATE MUNICIPAL BOUNDARY ADJUSTMENT UNIT REQUESTING CONCURRENT DETACHMENT AND ANNEXATION OF THE WASTEWATER TREATMENT FACILITY AND SURROUNDING PROPERTY FROM THE CITY OF BAXTER TO THE CITY OF BRAINERD.

Council Discussion was held.



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: November 21, 2016

Title of Item: Preliminary Discussion of Potential Bonding Requests

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title):	Estimated Time Needed: 5 minutes
Summary of Issue: As the Legislature convenes in January the subject of State Bonding will be front and center. We don't know what, if any, of the past session's bill will carry forward. Nonetheless, now is the time for the City to initiate a process to scope possible requests for local projects which need and deserve some consideration from the legislature. Attached is a draft document which is meant only to initiate the discussion. My suggestions may be 180 degrees from the desires of the Council. It begins the discussion.	
Alternatives, Options, Effects on Others/Comments: As we contemplate our priorities, it is well to bear in mind a rough time frame for the process: 1.) No later than mid-December, City identifies priorities; 2.) Staff develops supporting documentation for presentation to our Legislative Delegation as soon as possible; 3.) We work with our legislators to seek out key Senate and House Committee Chairs and help to educate them and their staff; 4.) Continue to visit St. Paul frequently and communicate with all local governments or organizations who can help support our proposals.	
Recommended Action/Motion: Discuss priorities as Council. If there is consensus on 2 or 3 ranked priorities, staff can begin the development of documentation for the need, cost analysis for projects, and develop a more detailed timetable.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>unknown</u> Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

Monday, December 5, 2016

City Council Discussion/Action Item

2017 Goals for State Bonding Appropriation

A Process to Identify Two or Three Primary Goals for State Bonding \$

- **Premises** to Increase Viability and Likelihood of Requests Being Funded:
 - The project sustains historical values critical to the City of Brainerd as well as a broader area or to state-wide audiences
 - The project amplifies economic development prospects for the City and the immediate area
 - The project's costs are beyond the current financial capabilities of the City of Brainerd as sole funding agency
 - The economic benefit of the project will directly or indirectly improve the sustainability of the city and region

POTENTIAL PROJECT NO. 1

- **Iconic Historical Brainerd Water Tower** ***
 - Inability of City to fund all costs to assure historical significance
 - Impact of the landmark to our retail sector
 - Retention of city identity as a major area crossroads of MN Highways 210/Business 371
 - Minimum request: \$900,000 ?

POTENTIAL PROJECT NO. 2

- **Brainerd Riverfront/Riverwalk Development**
 - Enhancement to Area's Tourism Viability
 - Regional Significance to Attract and Retain Residents
 - Assure Protection of the Mississippi River through Thoughtful Planning
 - Minimum Request: \$5 million ?

POTENTIAL PROJECT NO. 3

- Brainerd Hydro Dam Repair and Preservation:
 - \$2 million ?

OTHER POTENTIAL PROJECTS FOR STATE BONDING ALLOCATION:

- New Fire Station more Centrally Located to Response Area;
Better if it is presented as a Joint Effort of Brainerd, Baxter and Rural Fire Protection Area; Regional Significance
- ???

***As a footnote to the suggestion that our Water Tower be considered for State Bonding appropriation, I spoke to my counterpart at the City of Pipestone, MN. You may be aware that their water tower is darned near a duplicate of ours. The City Administrator informed me that the State Historical Society is in the final stages of a review to determine what will be necessary to keep the Pipestone tower as that city's icon. Pipestone truly wants to keep their tower as the local landmark it is, but they face funding challenges as do we.

Thought and Suggestion: Let's continue to communicate with Pipestone to determine level of interest and feasibility of working together for state bonding proceeds to repair and preserve 2 water towers. If either Council balks, so be it. But the appeal to this possibility is that of cooperative efforts by rural cities; gaining legislative support from delegations in different parts of the state but all of whom are in the majority party. (See attached photos/information)

Coordinates: 46°21′29.99″N 94°11′59.03″W﻿ / ﻿

Brainerd Water Tower

From Wikipedia, the free encyclopedia

The **Brainerd Water Tower** is located at Sixth and Washington in Brainerd in the U.S. state of Minnesota. It was the first all-concrete elevated tank used by a municipality in the United States; even though it was replaced in 1960, it remains standing as an icon of the town.^{[2][3]} It is referred to as "Paul Bunyan's Cup" or "Paul Bunyan's Flashlight" by local residents. The similar Pipestone Water Tower, also made of concrete, located in Pipestone, Minnesota, is the only other water tower in the United States known to have been designed by the architect L.P. Wolff.^[4]

References

1. National Park Service (2007-01-23). "National Register Information System". *National Register of Historic Places*. National Park Service.
2. "Water Towers Serve as Identifiers, Reminders, Landmarks". *Waterline*. Minnesota Department of Health. Summer 1997. Retrieved 2008-01-30.
3. Nord, Mary Ann (2003). *The National Register of Historic Places in Minnesota*. Minnesota Historical Society. ISBN 0-87351-448-3.
4. "Pipestone Water Tower-- National Register of Historic Places Pipestone, Minnesota Travel Itinerary". National Park Service. Retrieved 30 September 2011.

Brainerd Water Tower

U.S. National Register of Historic Places



● Show map of Minnesota

Retrieved from

☐ Show map of the US

☐ Show all

Location	Brainerd, Minnesota
Coordinates	46°21′29.99″N 94°11′59.03″W﻿ / ﻿
Built	1918
Architect	L. P. Wolff
NRHP Reference #	74001014
	(http://focus.nps.gov/AssetDetail/NRIS/74001014)
	 ⁽ⁱ⁾
Added to NRHP	July 17, 1974

"https://en.wikipedia.org/w/index.php?title=Brainerd_Water_Tower&oldid=734496309"

Categories: Water towers in Minnesota

Water towers on the National Register of Historic Places in Minnesota

Buildings and structures in Crow Wing County, Minnesota | Towers completed in 1918

National Register of Historic Places in Crow Wing County, Minnesota

Minnesota Registered Historic Place stubs

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Coordinates: 44°0′6″N 96°18′38″W﻿ / ﻿44.00167°N 96.30944°W﻿ / 44.00167; -96.30944

Pipestone Water Tower

From Wikipedia, the free encyclopedia

The **Pipestone Water Tower** is a 132-foot-tall (40 m) concrete water tower in Pipestone, Minnesota, United States, which is listed on the National Register of Historic Places. Unreliable rainfall and a lack of glacial lakes in the area necessitate the use of a tower to pump and store water from an underground reservoir.^[2]

Contents

- 1 History
- 2 The building
- 3 Present day
- 4 References

History

The Pipestone Water Tower is unique in that it is one of only two water towers in the United States known to have been designed by architect L.P. Wolfe; its sister, the Brainerd Water Tower, is located in Brainerd, Minnesota. It was built to replace an aged steel standpipe tower built in the late 1880s. Construction on the structure was commenced by the

Pipestone Water Tower

U.S. National Register of Historic Places



☒ Show map of Minnesota

☐ Show map of the US

☐ Show all

Location

2nd St., NE, Pipestone, Minnesota

Campbell Construction Company in 1920 for \$24,610. Water service from the tower began on October 26, 1921 and continued until it was replaced by a larger tower in 1976. A restoration of the tower was undertaken in 1990, along with the construction of a new wayside rest area.^[2]

Coordinates	44°0′6″N 96°18′38″W
Area	less than one acre
Built	1920
Architect	Wolff, L.P.
Restored	1990
MPS	Pipestone County MRA (http://focus.nps.gov/pdfhost/docs/NRHP/Text/64000368.pdf)
NRHP Reference #	80002123 (http://focus.nps.gov/AssetDetail/NRIS/80002123) [1]
Added to NRHP	March 3, 1980

The building

The water tower, significant in that it is constructed of poured concrete, stands at 132 feet (40 m) tall and roughly 25 feet (7.6 m) in diameter. The 150,000-US-gallon (570,000 L) capacity tank is supported by a hollow supporting column which contains an unusual set of spiral windows and an internal staircase. The tower pumped and stored water from a 500,000-US-gallon (1,900,000 L) reservoir built below it at the time of its construction, releasing the water via gravity on demand.^[2]

Present day

The tower has become the center of the Water Tower Festival, a community celebration held in late June.^[2]

References

1. National Park Service (2010-07-09). "National Register Information System". *National Register of Historic Places*. National Park Service.
2. "Pipestone Water Tower-- National Register of Historic Places Pipestone, Minnesota Travel Itinerary". National Park Service. Retrieved 28 September 2011.

Retrieved from "https://en.wikipedia.org/w/index.php?title=Pipestone_Water_Tower&oldid=734496429"

Categories: Buildings and structures in Pipestone County, Minnesota

Infrastructure completed in 1920 | Towers completed in 1920

Water towers on the National Register of Historic Places in Minnesota | Water towers in Minnesota

National Register of Historic Places in Pipestone County, Minnesota

- This page was last modified on 14 August 2016, at 19:07.

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 City Council Agenda Request

8A

Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Public Hearing - Vacation of a Portion of North 10th Street

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☒ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Paul Sandy	Estimated Time Needed: 5 minutes
Summary of Issue: Attached are several documents related to a petition to vacate a portion of North 10th Street which is adjacent to the north 65 feet of Block 22, First Addition to the City of Brainerd. The documents include the Notice of Hearing, the petition, a location sketch, and a survey.	
Alternatives, Options, Effects on Others/Comments: This segment of platted street is approximately 140 feet long and is located between the railroad grade and T.H. 210. Staff can say with certainty that North 10th Street will never be allowed to continue to the south across the railroad and therefore has no reason to ever be improved for use as a public roadway. A review of existing utilities does show an existing watermain that runs along the south side of Washington Street and is located within the area proposed to be vacated as it crossed North 10 Street.	
Recommended Action/Motion: Staff is recommending that the Council adopt a Resolution vacating the portion of North 10th Street as petitioned with a condition that reserves an easement for utilities over, under and upon that portion of the vacated street.	
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>	

NOTICE OF HEARING

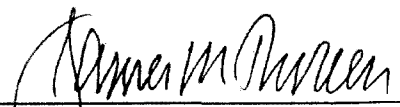
TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Brainerd has received a petition from Ronald F. Meuser Jr. for the portion of N 10th Street described as follows: That part of North 10th Street, dedicated in the plat of FIRST ADDITION TO BRAINERD, Crow Wing County, Minnesota, which lies southerly of the southerly right-way-line of Minnesota Trunk Highway Number 210, also known as Washington Street, and which lies northerly of the westerly extension of the south line of the North 65.00 feet of Block 22, FIRST ADDITION TO BRAINERD.

Notice is further given that the City Council of Brainerd will meet in the Council Chambers of the City Hall at Brainerd, Minnesota, at 7:30 p.m. on March 6, 2017 to conduct a Public Hearing on said Vacation.

Such persons as desire to be heard with reference to the petitioned vacation of said street will be heard at this meeting.

Dated this 7th day of February, 2017



James M. Thoreen
City Administrator

Publish – 2 times on
February 10, 2017 and February 17, 2017

RESOLUTION
NO. _____

RESOLUTION VACATING STREET

WHEREAS, a hearing was duly held on March 6, 2017 for the purposed vacation of the following described street:

That part of North 10th Street which lies south of the southerly right of way line of Minnesota Trunk Highway Number 210 and which lies north of the westerly extension of the south line of the North 65 feet of Block 22, First Addition to Brainerd.

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

1. That the Street as previously described is hereby vacated.
2. The City of Brainerd, however, specifically reserves unto itself an easement for utilities over, under and upon said portion of the vacated street.

Adopted this _____ day of March, 2017

DAVID J. PRITSCHET
President of the Council

Approved this _____ day of March, 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

PETITION FOR STREET OR ALLEY VACATION

Date 1-13, 2017

Brainerd, Minnesota

To the City Council of Brainerd, Minnesota:

We, the undersigned, owners of real estate abutting on the following described street or alley hereby petition that such street be vacated as follows: That part of North 10th Street, dedicated in the plat of FIRST ADDITION TO BRAINERD, Crow Wing County, Minnesota, which lies southerly of the southerly right-way-line of Minnesota Trunk Highway Number 210, also known as Washington Street, and which lies northerly of the westerly extension of the south line of the North 65.00 feet of Block 22, FIRST ADDITION TO BRAINERD in accordance with the provisions of Brainerd City Code Section 810.

NAME

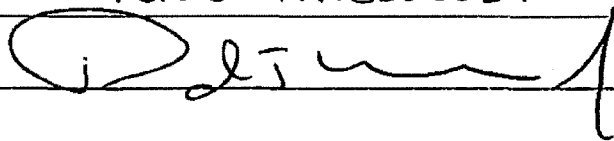
ADDRESS

LOT

BLOCK

ADDITION

Ronald F. Meuser Jr



STATE OF MINNESOTA }
 }
COUNTY OF CROW WING } SS
 }

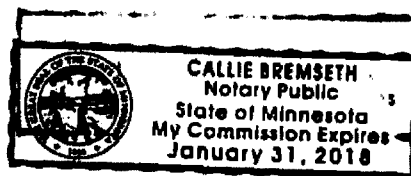
Ronald F. Meuser Jr, being duly sworn on oath, deposes and says that he/she is the property owner in regard to the above entitled petition; that he/she has read the foregoing petition which includes the signatures of abutting property owners and knows the contents and signatures thereof; and that the same are true of his own knowledge, save and except as to those matters therein stated on information and belief, and to such matters, he/she believes it to be true.

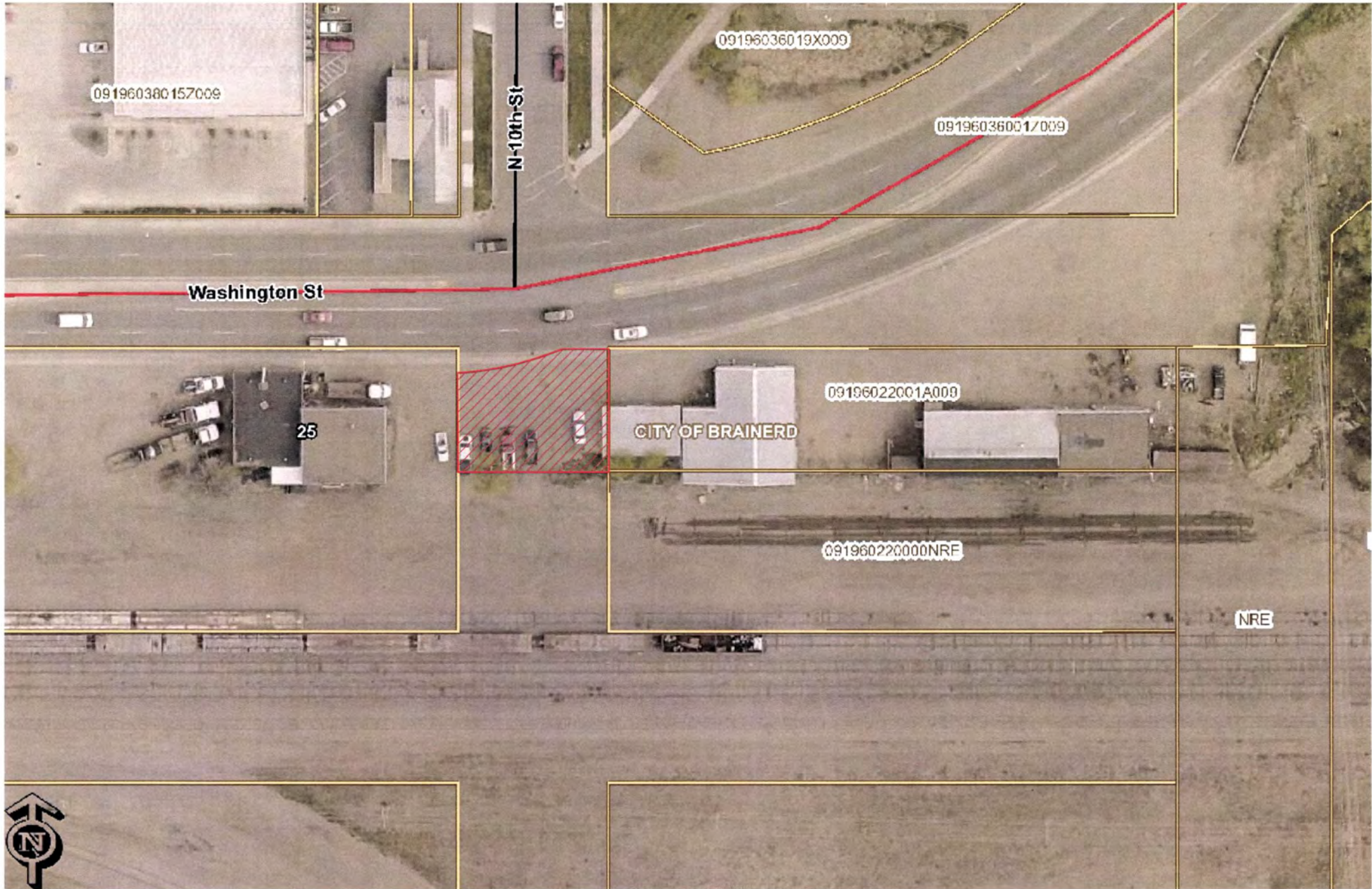


Subscribed and sworn to before me

this 13 day of January, 2016

Callie Bremseth





091960380157009

09196036019X009

091960360017009

Washington St

N-10th-St

25

CITY OF BRAINERD

09196022001A009

091960220000NRE

NRE



1. The property described hereon is the same as the property described in Attorneys Title Guaranty Fund Inc. Commitment No.3989-2015-0496, issued by J. Bradley Person with an effective date of September 20, 2016, and that all easements in said title commitment or apparent from a physical inspection of the site or otherwise known to me have been plotted hereon or otherwise noted as to their effect on the subject property. Refer to said Commitment for reference to all covenants, easements, and restrictions pertinent to the subject property.

3. The subject premises is not located within a Special Flood Hazard Area (SFHA) per Flood Insurance Rate Map No. 2700830001B with an Effective Date of September 2, 1981.

4. The underground utilities shown have been located from markings made as part of Gopher One Call Locate Request Ticket, related utility mappings as provided, and observed evidence as surveyed. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from information provided as part of the request for markings and data related thereto. The surveyor has not physically located the underground utilities.

5. The premises property has direct access to Washington Street.

6. The premises property is subject to assessments, agreements, mortgages, restrictions, and other terms and conditions of record. Refer to the above referenced Commitment for Title Insurance for a complete listing of these items as were of record at the time of said policy. The surveyor makes no guarantees that additional encumbrances have been made against the premises property.

The North 55.00 feet of Lots 9 thru 12, Inclusive, Block 22, FIRST ADDITION TO BRADNER, Crow Wing County, Minnesota.

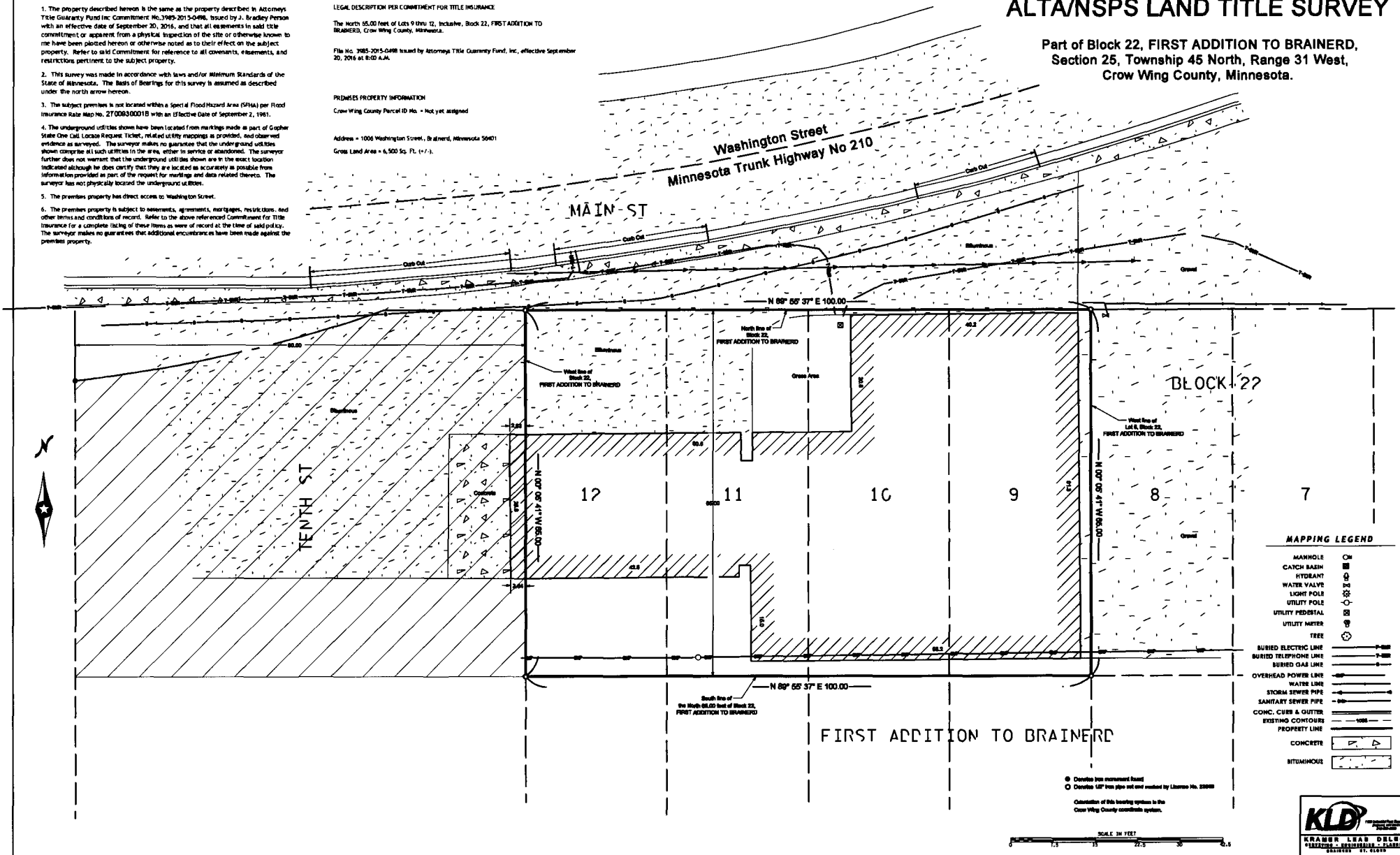
File No. 3985-2015-0498 Issued by Attorneys Title Guaranty Fund, Inc., effective September 20, 2016 at 8:00 A.M.

Crow Wing County Parcel ID No. - Not yet assigned

Address: 1006 Washington Street - Belmont, Massachusetts 02431

Gross Land Area = 6,500 Sq. Ft. (+/-).

**Part of Block 22, FIRST ADDITION TO BRAINERD,
Section 25, Township 45 North, Range 31 West,
Crow Wing County, Minnesota.**





Brainerd City Council Agenda Request

9A

Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: City code Section 1315 Amendment

☐ 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): Paul Sandy	Estimated Time Needed: 5 minutes
Summary of Issue: Attached are two copies of the proposed amendment to Section 1315 of the City Code related to parking restrictions to accommodate snow removal activities. One of the copies is the mark-up version which shows the existing and proposed language.	
Alternatives, Options, Effects on Others/Comments: The ordinance amendment removes the phrase "snow emergency" and replaces it with snow removal parking restrictions, has a provision that sets enforcement at accumulations of 4 inches or more, and has a proposed effective date of November 1, 2017. Procedurally, we would declare snow removal parking restrictions whenever we intend to plow the entire city, which could be when accumulations reach about 2 inches. Parking restrictions for the contracted snow removal downtown would remain like it currently is.	
Recommended Action/Motion: Staff is recommending the first reading of the Ordinance with whatever adjustments are determined appropriate.	
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 Removal Parking Regulations. In the event of an accumulation of snow which necessitates the removal of snow from the streets of the City, the City Engineer may declare a Snow Plowing Parking Restriction by means of the local news media and social media. Upon declaration of a Parking Restriction, 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 until the street has been plowed full width.

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 Downtown Snow Plowing Parking Restrictions there shall be no parking of motor vehicles, trailers and conveyances on the streets in the City's Downtown Special Services District, within the area bounded by the railroad tracks on the north, Maple Street on the south, South Eighth Street on the east, and South Sixth Street on the west, between the hours of 3:00 a.m and 9:00 a.m. or until the snow has been removed from the street and sidewalks on that block.

SECTION THREE: That Section 1315.03 Subd. 4 be amended by deleting the Section in its entirety and substituting in lieu thereof the following:

Subd. 4. Parking Regulation Enforcement. When an accumulation of snow that necessitates snow removal exceeds 4 inches, vehicles that are plowed around will be in violation of this Section and ticketed accordingly. Vehicles that are ticketed and not moved within 48 hours will be in violation of Section 1310.05 r of the City Code and towed. Vehicles parked in violation of Subdivision 1 of this Section shall be ticketed and towed at the owners expense.

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

Adopted this _____ day of _____, 2017

DAVID J. PRITSCHET
President of the Council

Approved this _____ day of _____, 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

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. Snow Removal Parking Regulations.~~ 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~~ *Snow Plowing Parking Restriction* by means of the local news media *and social media*. ~~Beginning the first day of a declared~~ *Upon declaration of a* ~~snow emergency~~ *Parking Restriction*, 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 full width. 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~~ *Downtown Snow Plowing Parking Restriction* 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*, 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, between the hours of ~~1:00~~ *3:00 a.m and 9:00 a.m. or until the snow has been removed from the street and sidewalks on that block.*

SECTION THREE: That Section 1315.03 Subd. 4 be amended by deleting the Section in its entirety and substituting in lieu thereof the following:

Subd. 4. ~~Towing of Vehicles.~~ *Parking Regulation Enforcement.* ~~Any~~ *When an accumulation of snow that necessitates snow removal exceeds 4 inches, vehicles illegally parked in violation of any provisions of this Section shall be towed away at the direction of the City Engineer at the expense of the owner of said motor vehicle that are plowed around will be in violation of this Section and ticketed accordingly. Vehicles that are ticketed and not moved within 48 hours will be in violation of Section 1310.05 r of the City Code and towed. Vehicles parked in violation of Subdivision 1 of this Section shall be ticketed and towed at the owners expense.*

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

Adopted this _____ day of _____, 2017

DAVID J. 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

9B

Agenda Item #

Requested Meeting Date: March 6, 2017

Title of Item: Riverfront Workshop

☐ 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): City Administrator Thoreen	Estimated Time Needed: 5 minutes
Summary of Issue: The Riverfront Committee would like to make a presentation to the City Council. A 20 minute presentation to the council during a council meeting isn't enough time to present the scope of the project. Therefore, we suggest setting a possible workshop.	
Alternatives, Options, Effects on Others/Comments: Possible dates for the workshop could be Tuesday, March 21st, Thursday, March 23rd, or sometime in April. A couple options are the non-council meeting Monday's which are April 10th and April 24th. I suggest a start time of 5:30 p.m. with the option to bring in a light supper at each person's cost.	
Recommended Action/Motion: Set a date and time for workshop to discuss the Riverfront project.	
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>	