

## **CITY COUNCIL AGENDA**

**Brainerd, Minnesota**

**May 1, 2017**

**7:30 P.M.**

**Brainerd City Hall**

**Council Chambers**

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

- 1. Call to Order – 7:30 P.M.**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda (Voice Vote)**
- 5. Consent Calendar (NOTICE TO PUBLIC) – All matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion (Roll Call)**
  - A. Approval of the Minutes (See Attachment)**
    1. Regular Meeting held on April 17, 2017
    2. Riverfront Workshop held on April 24, 2017
  - B. Approval of Licenses – (See Attachment)**
    1. Contractor's Licenses – 1 - New and 4 – Renewals
  - C. Department Activity Reports – (See Attachments)**
    1. City Administrator
    2. Fire Chief
    3. Park Director
  - D. VFW Request to hold “Poppy Day” on May 21, 2017 throughout the City of Brainerd – Approval of**

**6. Presentations:**

**A. Camp Ripley Annual Update – Colonel St. Sauver**

**7. Council Committee Reports**

**A. Personnel and Finance Committee Report**

**1. Approval of Bills & Payments to Contractors**

| Contractor | IMP # | Project                       | Amount      | Total Retained |
|------------|-------|-------------------------------|-------------|----------------|
| S.E.H.     | 14-15 | Airport Util Ext thru 3/31/17 | \$11,848.64 | \$0            |

**2. Land Donation near Rotary Park**

**3. Deferred Assessment for Pay Year 2018**

**4. Capital Equipment Fund Review**

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

**1. Improvements 15-12 and 16-10 – Resolution Receiving Reports and Setting Public Hearing (Roll Call)**

**2. Improvement 17-02 – Chip Seal Bids**

**3. 1898 Laurel Street Bridge Railing Request from Carl Faust**

**4. Snow Plowing Parking Restrictions**

**5. Petition for Vacation in Doran's Addition to the City of Brainerd – Set Public Hearing**

**6. Dellwood Drive Chip Sealing Cost Share – City of Baxter**

**7. Event/Street Closure Application – Eagles 4<sup>th</sup> of July Street Dance**

**8. Event/Street Closure Application – Memorial Day Parade**

**9. Authorization to Dispose of Excess Equipment**

**10. Stop Sign Request – N 9<sup>th</sup> Street and Juniper Street**

**11. Brainerd History Week Request – Use Downtown Street Signs and Light Poles to Display History Photos**

**8. Unfinished Business**

**A. Paperless Packets and Council Devices**

**B. Call for Applicants – Informational:**

**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. Update Report from the Fire Department**

**B. Consideration of Request for Three Bridges Trail Grant**

**C. Resolution to Support Regulatory Reform Legislation (Roll Call)**

**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 Resignations – Accept with Regret (See Attachment)**

**A. Robert Turner, Planning Commission**

**14. Adjourn – To Workshop on Recruitment & Retention to be Held May 8, 2017 at 5:30 P.M. at the Police Department Training Room**

NOTE: Personnel and Finance Committee will meet at 7:00 P.M.  
Safety and Public Works Committee will meet at 6:45 P.M.

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

**Visit the City's website at [www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)**

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

Brainerd, MN  
April 17, 2017

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

Upon roll call, the following members were noted as present: Badeaux, Johnson, Hilgart, Lambert, Stunek, Bevans 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 ALDERMEN HILGART AND JOHNSON, DULY CARRIED, TO ADD AN ITEM UNDER UNFINISHED BUSINESS TO ACCEPT THE RESIGNATION OF COUNCIL PRESIDENT PRITSCHET FROM REGION 5 AND TO APPOINT COUNCIL MEMBER LAMBERT.

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

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

**A. Approval of the Minutes of the Regular Meeting held on April 3, 2017 – Approved**

**B. Approval of Licenses – Approved**

1. Contractor's Licenses – 2 – New and 2- Renewals
2. Tobacco License – John Dundas dba Vapor North, 316 Washington Street  
*Contingent upon Fire Chief Approval*

**C. Department Activity Reports – Approved**

1. Police Chief
2. Finance Director

**D. Resolution No. 23:17 – Resolution Accepting Donations & Contributions for 1<sup>st</sup> Quarter 2017 – Approved**

**E. Minnesota Lawful Gambling Premises Permit Application - Resolution No. 24:17 – Resolution to Allow Lawful Gambling by Confidence Learning Center at 612 Station, 612 Front Street, Brainerd, MN – Approved**

**F. Minnesota Lawful Gambling - Resolution No. 25:17 – Resolution Authorizing the Brainerd Elks Lodge #615 to Conduct Off-Site Gambling on May 3, 2017 at the Brainerd National Guard Amory, 1115 Wright Street, Brainerd, MN – Approved**

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

## **Presentations**

The Chair recognized Ms. Mary Koep to update the council on history week. Ms. Koep shared that history week will be June 12-17, 2017. Some of the events being planned include a tour of city hall and the historic courthouse, presentations on music through the decades, genealogy, the military history of Brainerd, and the layout of Southeast Brainerd followed by a walking tour. Designated days will be Armory and Flag, Northern Pacific, Museum, and Children's Day. A float down the river in kayaks and canoes in the evening is also being planned. The Chair thanks Ms. Koep for her presentation.

## **Council Committee Reports**

### **Safety and Public Works Committee Report**

#### **Event/Street Closure Application – Fire Convention Parade - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR THE STATE FIRE CONVENTION PARADE TO BE HELD SATURDAY JUNE 10, 2017 AS PRESENTED.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO DIRECT STAFF TO SOLICIT QUOTES AND TO AUTHORIZE STAFF TO PURCHASE 12,000 LBS. OF CRACK SEAL FILLING MATERIAL. THE ESTIMATED COST OF THE WORK IS \$16,000 AND \$5,352 FOR MATERIALS FOR A TOTAL ESTIMATED PROJECT COST OF \$21,352.

#### **Event/Street Closure Application – Garfield Walk-a-Thon - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR THE GARFIELD WALK-A-THON FOR EITHER MAY 12<sup>TH</sup> OR MAY 16<sup>TH</sup> SUBJECT TO THE APPLICANT COORDINATING WITH THE STREET DEPARTMENT FOR TRAFFIC CONTROL AND THE APPLICANT NOTIFY ALL RESIDENTS AFFECTED BY THE TEMPORARY STREET CLOSURE.

#### **Northern Pacific Center SAC/WAC Fees - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO OFFER SPECIAL CONSIDERATION FOR INDUSTRIAL COMPLEXES IN EXCESS OF 100,000 SQUARE FEET OF SPACE IN NEED OF REPURPOSING AND THAT ARE LOCATED ON PARCELS OF PROPERTY LARGER THAN 20 ACRES, TO WAIVE 100% OF SAC AND WAC FEES FOR 5 YEARS.

City Engineer Hulsether explained the considerations. The considerations are for non-residential properties, and can be revisited after the 5 years.

#### **Notice of Posting and Public Hearing for ADA (Americans with Disabilities Act) Transition Plan - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO HOLD THE PUBLIC HEARING ON THE ADA TRANSITION PLAN AT THE JUNE 5, 2017 COUNCIL MEETING.

**Improvement 14-15 – Airport Utility Extension SEH Fee Amendment - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE A FEE AMENDMENT IN THE AMOUNT OF \$61,165 FOR OUR CONSULTING ENGINEERS FOR THE AIRPORT UTILITY EXTENSION PROJECT.

Committee Chair Bevans explained the reason for the additional fee is that the project is not working according to design and specs. Therefore, is it beneficial to the City to extend the services of our consulting engineers who are our representatives in the field to make sure the project is completed as designed.

Council discussion was held regarding total project cost, using retainage to pay for the additional consulting fees, and additional options.

**Walkable Bikeable City Committee (WBCC) – Non-Motorized Transportation Plan (NMTP) – Tier 1 Priorities - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO MOVE FORTH THE PRIORITIZED ITEMS AS PRESENTED BY THE WBCC FOR DISCUSSION DURING THE 2018 BUDGET PROCESS.

Committee Chair Bevans reported there are several items that are being done as part of the 2017 construction projects that are part of the WBCC plan such as the construction of Jackson Street. The City will also continue to do street striping as we have done in the past and some of the larger projects may require outside funding. By bringing forth the prioritizes for discussion during the 2018 budget process, we are giving staff direction that we want to pursue these items.

**Downtown Special Services District Maintenance Quote - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE QUOTE IN THE AMOUNT OF \$12,175 FROM NORTHWOODS LANDSCAPING FOR DOWNTOWN LANDSCAPING AND MAINTENANCE FOR 2017.

Council discussion was held about the timeliness and what we get for this service. The service is basically a minimum maintenance plan for the downtown landscaping. City Planner Ostgarden and City Administrator Thoreen have discussed the City's expectations with the contractor and will observe the work this summer.

**Added item – Sewer Gas Smell - Informational**

Committee Chair Bevans shared that a memo was received from City Administrator Thoreen stating that staff is aware there was a smell of sewer gas in City Hall. There are many contributing factors to the issue such as the building is over 100 years old and the inability of the HVAC system to properly regulate the air flow in City Hall. Staff is checking and cleaning the traps and doing what they can do to minimize the order. Council Member Bevans stated there isn't a fix until the HVAC system is addressed.

## **Personnel and Finance Committee Report**

### **Approval of Bills - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO APPROVE THE PAYMENT OF BILLS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE.

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

### **Community Action Donation Request for 4<sup>th</sup> of July - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE AN EXPENDITURE OF \$8,000 AS THE CITY'S CONTRIBUTION TO THE COMMUNITY ACTION ANNUAL 4<sup>TH</sup> OF JULY FIREWORKS SHOW.

### **Electronic Council Packet - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO DIRECT STAFF TO SECURE QUOTES AND A PROPOSED TIMELINE TO GO PAPERLESS, AND PRESENT THE INFORMATION AT THE NEXT COUNCIL MEETING.

### **Council Chambers Audio System Improvements - Informational**

Committee Chair Johnson shared that staff has meet with one local vendor to review the audio and recording system in the chambers. Staff is planning on meeting with another two vendors in the upcoming weeks and is hoping to present the information at the next council meeting.

### **Administrative Specialist Position – Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE A CONDITIONAL JOB OFFER TO STEPHANIE BESTUL FOR THE ADMINISTRATIVE SPECIALIST – ADMINISTRATION DEPARTMENT POSITION EFFECTIVE MAY 8, 2017 SUBJECT TO SUCCESSFUL COMPLETION OF REQUIRED PRE-EMPLOYMENT EXAMS, AND A STARTING WAGE AT 85% OR STEP A, OF THE SALARY ADMINISTRATION PLAN.

### **Assistant City Engineer Hiring - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE HIRING PROCESS TO BACKFILLING THE ASSISTANT CITY ENGINEER POSITION.

### **Authorization to Hire Community Service Officers - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE THE HIRING OF MR. MICHAEL LYSCIO AND MR. DEVAN LIEBEG AS COMMUNITY SERVICE OFFICERS EFFECTIVE APRIL 18, 2017 AT THE CURRENT CSO STARTING WAGES.

### **Review/Discuss Status of Facilities Study - Informational**

Committee Chair Johnson shared the discussion from committee. The committee feels that we need to do a study. The City will have some debt paid off in 2019, which may yield some capacity to work with. Therefore, we will discuss budgeting the facility study during the 2018 budget process.

### **Budget Process Discussion - Informational**

Committee Chair Johnson shared discussion was held at the committee level of what they would like to see and what information they feel is helpful during the budget process.

Council discussion was held about developing a replacement schedule and staggering major equipment purchases. For 2018, we will start with the operational budget and any additions, such as additional staffing, will be brought forward for council consideration.

### **Unfinished Business**

**Public Hearing – Final Reading of Proposed Ordinance No. 1464 – An Ordinance Amending: Section 900 of the Brainerd City Code – Animals to Permit Bee Keeping and Section 1010 of the Brainerd City Code – Licensing Fees to Add an Annual Licensing Fee for Bee Keeping and Chickens - Approved**

The Chair opened the public hearing at 8:23 P.M.

No one came forward.

The Chair closed the public hearing at 8:23 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1464 – AN ORDINANCE AMENDING: SECTION 900 OF THE BRAINERD CITY CODE – ANIMALS TO PERMIT BEE KEEPING AND SECTION 1010 OF THE BRAINERD CITY CODE – LICENSING FEES TO ADD AN ANNUAL LICENSING FEE FOR BEE KEEPING AND CHICKENS.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, TO ADOPT PROPOSED ORDINANCE NO. 1464 – AN ORDINANCE AMENDING: SECTION 900 OF THE BRAINERD CITY CODE – ANIMALS TO PERMIT BEE KEEPING AND SECTION 1010 OF THE BRAINERD CITY CODE – LICENSING FEES TO ADD AN ANNUAL LICENSING FEE FOR BEE KEEPING AND CHICKENS.

### **ORDINANCE NO. 1464**

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

### **Call for Applicants – Informational:**

**(Application Information at [www.ci.brainerd.mn.us/boards/](http://www.ci.brainerd.mn.us/boards/))**

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



Cable TV Advisory Committee – 1 term (Expire 2019)  
Charter Commission – 1 term (Expire 2020)  
Transportation Advisory Committee – 1 terms (Expire 2018)

**Added item – Region 5 Appointment - Approved**

MOVED AND SECONDED BY ALDERMAN HILGART AND JOHNSON, DULY CARRIED, TO ACCEPT THE RESIGNATION OF COUNCIL PRESIDENT PRITSCHET FROM REGION 5 AND TO APPOINT COUNCIL MEMBER LAMBERT AS THE CITY'S REPRESENTATIVE.

**New Business**

**Declaration of Hazardous Building – Adopted per Resolution No. 26:17 – Declaring Building to be Hazardous and Ordering Removal.**

City Administrator Thoreen explained the documentation and the resolution that was included in the packet. City Attorney Langel explained adopting the resolution is the first step in the statutory process and briefly explained the process.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, TO ADOPT RESOLUTION NO. 26:17 DECLARING BUILDING TO BE HAZARDOUS AND ORDERING REMOVAL OF PROPERTY LOCATED AT 507 6<sup>TH</sup> STREET SOUTH OWNED BY DBM TWO PARTNERSHIP LLC, LEGALLY DESCRIBED AS LOT 16, BLOCK 129, EXCEPT THE WEST 25 FEET THEREOF, AND ALL OF LOTS 17 AND 18, BLOCK 129, TOWN OF BRAINERD AND FIRST ADDITION TO BRAINERD, CROW WING COUNTY, MINNESOTA, PIN 09196129016Z889.

**RESOLUTION NO. 26:17**

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

**Set Work Session: How to Meet the "Retirement Crisis"- Approved**

The consensus was to set a council workshop on Monday, May 8, 2017 at 5:30 p.m. at a place to be determined.

**Public Forum**

The Chair Opened the public forum at 8:36 P.M.

No one came forward

The Chair Closed the public forum at 8:37 P.M.

**Staff Reports**

City Planner Ostgarden mentioned that looking ahead at various timelines for permits, it has been noted that our first regular council meeting in July would be Monday, July 3<sup>rd</sup> right before the holiday. The consensus by the council was that we would be keeping the regular council meeting schedule.

### **Council Member Reports**

Council Member Lambert reported that she had attended the NJPA annual meeting. It was very nice and she had the opportunity to visit with several of the scholarship recipients.

Council Member Stunek and Mayor Menk thanked the Park & Rec Department and Rotary Club for the great Easter egg hunt held at Gregory Park over the weekend. There were approximately 485 kids that attended.

Council Member Hilgart reported there will be an event at the Arboretum for Arbor Day, April 28<sup>th</sup> in the evening for anyone interested in attending. Tickets are available at the Arboretum.

Mayor Menk also reported there is a 5<sup>th</sup> grade group that is trying to raise fund to attend an international problem solving competition. The Mayor will be attending an event on Arbor Day at Lum Park and is working on a proclamation. He will be presenting the Kiwanis Club Bug Awards at various events over the next couple weeks. The awards are presented to elementary kids who have brought up their grades and invited all council members to attend.

### **Adjourned to the Riverfront Workshop on Monday, April 24, 2017 at 5:30 P.M. in the City Hall Council Chambers**

The Chair adjourned the meeting at 8:44 P.M.

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James M. Thoreen  
City Administrator

**Brainerd, MN**  
**April 24, 2017**

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

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

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

### **Brainerd Riverfront Presentation**

The Chair recognized Ms. Jennifer Bergman, the Executive Director of the Brainerd HRA. Ms. Bergman gave a brief background of the Brainerd Riverfront project. She shared that the Brainerd Riverfront committee is comprised of 9 members which has met regularly for last year and a half. The committee chose to hire SEH as a consultant with the Brainerd Lakes Area Community Foundation grant received by the City. The Committee has also identified the Three Bridges Trail as the first project to be completed.

Ms. Bergman introduced Mr. Rod Osterloh, Brainerd Riverfront Committee Chairman, as well as Ms. Heidi Peper, Mr. Bob Kost and Mr. Jeff Ledin from SEH who all provided information on the Brainerd Riverfront project and the Three Bridges Trail. The proposed benefits of the trail, the potential stakeholder/co-investors and year 1 accomplishments were shared with the Council. The Three Bridge Trail design, possible funding options and timeline were presented. Ms. Peper shared that the next step is for a resolution to be presented to the Council in May which will be needed to pursue funding for the preliminary planning and design of the trail.

Council Members asked questions of the presenters.

The Chair recognized Ms. Mary Koep, 123 Laurel Street, Brainerd. Ms. Koep strongly urged the council to put the proposed Three Bridges Trail to a referendum before moving forward with the project.

### **Adjourn**

The Chair adjourned the meeting at 6:44 P.M.

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James M. Thoreen  
City Administrator

CITY OF BRAINERD  
LICENSED CONTRACTORS  
CITY COUNCIL MEETING  
May 1, 2017

5B1

(1 New, 4 Renewals)

| CONTRACTOR                                                                                         | TELEPHONE      | TYPE | INSURANCE  | BOND       | STATE NO.            |
|----------------------------------------------------------------------------------------------------|----------------|------|------------|------------|----------------------|
| HARDY PLUMBING & HEATING LLC<br>22396 SEMMLER ROAD<br>NISSWA, MN 56468<br>17-0142                  | (218) 828-4194 | MECH | 1/18/2018  | 8/23/2018  | MB003588<br>PC646078 |
| OVERLAND CONTRACTING INC.<br>600 N GREENFIELD PKWY<br>GARNER, NC 27529<br>17-0143                  | (919) 329-8400 | TELE | 11/1/2017  | 12/31/2017 |                      |
| ERDAHL CONSTRUCTION COMPANY, INC.<br>15689 52ND CT NE<br>ST. MICHAEL, MN 55376<br>17-0144<br>(New) | (763) 428-3883 | GENL | 9/29/2017  | 12/31/2017 |                      |
| INDIGO SIGNWORKS, INC.<br>1622 MAIN AVENUE<br>FARGO, ND 58103<br>17-0145                           | (701) 297-9696 | SIGN | 11/18/2017 | 5/21/2018  | SB683135             |
| ANTONSEN EXCAVATING, INC.<br>17633 STATE HWY 6<br>DEERWOOD, MN 56444<br>17-0146                    | (218) 534-3355 | EXCA | 3/22/2018  | 12/31/2017 | L1054                |



## **City Administrator's Report**

May 1, 2017

### **RENTAL DWELLING APPEALS BOARD**

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

The City's first appeals case in our history came before the Board on Tuesday, April 25 at 5:00 p.m. Each of the five members (Teresa Hettver, Rachel Zeta, Amy Gray, Todd Barnett and Rick Fargo) took the oath of office. Board member Fargo recused himself from the proceedings due to a conflict of interest. Ms. Hettver was elected Chair of the Board. Council Member Badeaux attended as liaison to the Appeals Board. Also present were Tim Caughey and Jason Stockinger from the Inspection Department. The process is essentially an informal court-like setting wherein the City presented its case with opportunity for questions from the property owner's legal representative.

City Attorney Langel presented the case for suspension or revocation of the rental housing license primarily through the testimony of Police Chief McQuiston along with written documentation of police calls at 217 So. 7<sup>th</sup> Street. Chief McQuiston testified to the volume, frequency and nature of the police calls to the building over a two year period. An August, 2016 incident involving brandishing of a shotgun by a resident triggered the third significant violation of code within a year. Our attorney presented about 20 supporting documents to substantiate the need for revocation, suspension or denial of renewal of the license. Chief McQuiston testified that police had been called to the property 112 times in the 24 months ending September 2016. That compares with a total of 60 calls among six other downtown apartment buildings in the same time period.

Mr. Loren Gross, Attorney for the property owner, cross-examined Chief McQuiston. He then called for testimony from witnesses on behalf of the owner, principally Mr. Julian Jayasuriya, to explain their side of the Chief's testimony and offered documents to support their position. Four current residents of the property testified on behalf of the owner, as well as the current Property Manager for the 12 unit complex.

The hearing recessed at 7:45 p.m. and will reconvene on Wednesday, May 17, 2016 at 5:00 p.m. when the Board will digest Findings of Facts presented by Mr. Langel and Mr. Gross. The role of the Board is to determine its findings and forward them to the City Council for Council action as recommended or as the Council deems appropriate; the Council is not bound by the recommendation but failure to adopt may be problematic. We expect that the Council will be in a position to act on the recommendation at the June 3<sup>rd</sup> meeting.

## LEGISLATIVE UPDATE

Attached are two items of note.

1. The April 24 LMC update which covers a number of activities as of that date. Watch the latest LMC news presented in the weekly update on their website.
2. Invitation from the Coalition of Greater Minnesota Cities to join the Legislative Lobby Day on Thursday, May 11 at the capitol. Let me know who wants to attend and I'll inform CGMC of the number of attendees from Brainerd. I plan to attend and will arrange for a city car.

Please note that the Legislative Conference Committees membership has been announced. The Environment/Natural Resources Finance committee includes *Sen. Ruud* and *Rep. Heintzeman*. *Rep. Lueck* is a conferee on the Agricultural Finance bill.

# What Cities Can Expect in Last Four Weeks of Legislative Session

**Conference committees, governor action, and possible additional legislative action is expected in the next 29 days.**

*(Published Apr 24, 2017)*

The Minnesota Legislature heads into the home stretch of the 2017 regular legislative session. With less than a month to go before they must adjourn by midnight on Monday, May 22, the primary task will be to enact a state budget for the upcoming 2018-2019 fiscal biennium, which begins on July 1. The state budget is distributed among nine major omnibus appropriations bills and an omnibus tax bill.

## Bonding bill status unknown

At this point, it is unclear whether the Legislature will send a bonding bill to the governor. A bonding proposal from the House has not yet been unveiled, while the Senate bonding bill awaits action on the Senate floor.

## Gov. Dayton's positions

With all the major omnibus bills in conference committee, the Legislature is generally considered to be ahead of schedule. However last week, Gov. Dayton sent a cover letter ([Link to: http://mn.gov/gov/2017-04-17-CMD-LCS-Omnibus-Bills-Letter-to-Leaders.pdf?inline=true](http://mn.gov/gov/2017-04-17-CMD-LCS-Omnibus-Bills-Letter-to-Leaders.pdf?inline=true)) to legislative leaders with an attachment that included 179 pages of additional letters ([Link to: http://mn.gov/gov/2017-04-19-Commissioners-Letter.pdf?inline=true](http://mn.gov/gov/2017-04-19-Commissioners-Letter.pdf?inline=true)) from department commissioners outlining issues and concerns with the House and Senate omnibus budget bills and the tax bill. The governor has insisted that the House and Senate identify specific programs that should be cut rather than requiring agencies to generally reduce agency budgets.

One of the largest differences between the governor and legislative positions is embodied in the omnibus tax bills. The governor's 2018-2019 budget recommendations included \$113 million in additional aid and credit expenditures for programs, including local government aid (LGA), while he proposed tax reductions of nearly \$79 million. The Senate bill includes \$80 million in additional aid and credit spending and \$823 million in tax reductions, while the House bill includes \$124 million in spending on aids and credits and \$1.2 billion in tax relief.

The governor's letter states that he wants the conference committees to reach agreement on their respective budget bills before he will sit down with legislative leaders to begin final negotiations. Given the vast differences between the governor and the House and Senate positions on the budget, finding a session-ending agreement will likely be difficult.

Get more details about the omnibus bills, what impacts cities, and which legislators serve on the conference committees ([Link to: http://www.lmc.org/page/1/OmnibusBillUpdate.jsp](http://www.lmc.org/page/1/OmnibusBillUpdate.jsp)):

Find out about the work and considerations involved in a conference committee in a House Daily Session article ([Link to: http://www.house.leg.state.mn.us/sessiondaily/SDView.aspx?StoryID=12783](http://www.house.leg.state.mn.us/sessiondaily/SDView.aspx?StoryID=12783))

See the 18 chapters of law that have been sent to the governor thus far, one of which was vetoed ([Link to: https://www.revisor.mn.gov/laws?view=session&year=2017&type=0](https://www.revisor.mn.gov/laws?view=session&year=2017&type=0))

## Role of cities

As legislative leaders and the governor make decisions about the remaining bills, be sure to contact your legislators and the governor as needed so they know what is important to your city. Continue to encourage House members ([Link to: http://www.house.leg.state.mn.us/members/hmem.asp](http://www.house.leg.state.mn.us/members/hmem.asp)) to move forward with a bonding bill and other provisions in omnibus bills ([Link to: http://www.lmc.org/page/1/OmnibusBillUpdate.jsp](http://www.lmc.org/page/1/OmnibusBillUpdate.jsp)) that your city may care about.

Contact your legislators ([Link to: http://www.gis.leg.mn/iMaps/districts/](http://www.gis.leg.mn/iMaps/districts/))

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

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



Dedicated to a Strong Greater Minnesota

## Join the CGMC on May 11 as we make a final end-of-session push for Greater Minnesota priorities!

Action is heating up at the Legislature, but it appears lawmakers are still a long way from reaching agreements on top Greater Minnesota issues like **LGA, bonding, transportation, environmental regulatory reform** and **workforce housing**. We need to make an extra push in the last few weeks of session to demand that legislators pass bills that address the needs and concerns of Greater Minnesota communities. To relay this message, we are asking all Greater Minnesota city officials and community leaders to join us for a special CGMC Lobby Day and Ice Cream Social on Thursday, May 11.

**What:** CGMC Lobby Day and Ice Cream Social  
**When:** 10 am-3 pm Thursday, May 11  
**Who:** Elected officials, city staff and other Greater Minnesota community leaders  
**Where:** Minnesota State Capitol & neighboring offices  
**Cost:** FREE!  
**Parking:** Attendees can park for free at the Flaherty & Hood office, located at 525 Park St. in St. Paul

### Tentative Lobby Day Schedule:

- 10 am** **Legislative Status Update & Messaging**  
*Room 500S in the State Office Building (across the street from the State Capitol)*
- 11 am** **Press Conference on Greater MN Issues - All city officials are encouraged to participate!**  
*State Capitol Press Conference Room - B971*  
**\*Lunch on your own\***
- After-noon** **Lobbying Meetings with Legislators**  
*Attendees should make appointments with their own legislators. We may also ask attendees to participate in additional meetings with key legislators.*
- 2-3 pm** **Ice Cream Social with Legislators & Legislative Staff**  
*Basement of State Capitol - L'Etoile du Nord Vault Room B15*

**The May 11 Lobby Day is FREE to attend, but we ask that you RSVP to [RSVP@flaherty-hood.com](mailto:RSVP@flaherty-hood.com) by Tuesday, May 9.**

If you have any questions, please contact Julie Liew at [jlliew@flaherty-hood.com](mailto:jlliew@flaherty-hood.com) or 651-259-1917.



# Brainerd Fire Department

To: Mayor and City Council  
From: Tim Holmes, Brainerd Fire Chief  
Date: April 26, 2017  
Re: April 2017 Fire Department Monthly Report, To Date

The recent wet weather has helped with lowering the wildland fire danger, however we are still in a burning restriction.

The fire department participated in the Warrior Day of Service at Forestview Middle School in April. We also conducted a station tour and fire safety talk for a Cub Scout group, fire safety talk at Baxter Elementary, and a public safety event at ECCE.



In April we trained with some of the firefighters from the Brainerd Lakes Regional Airport in Aircraft Rescue and Fire Fighting. Other training we participated in included: Wildland Urban Interface, Haz-Mat, MN DNR Air Tanker Base, Rope Rescue training at Camp Ripley and Skywarn. We also hosted Decision Making for Initial Company Officer, a National Fire Academy class.



Fire Marshal/ Deputy Chief Cox attended the annual State Fire Marshal Conference in St. Cloud. Chief Holmes spoke at the Crow Wing County Association of Township Officers annual meeting in Ideal.



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

|                                   |                  |
|-----------------------------------|------------------|
| Structure Fire                    | 1                |
| Vehicle, Equipment Fire           | 1                |
| Grass, Rubbish Fire               | 6                |
| Motor Vehicle Crash with Injuries | 3                |
| Gas Spill, Leak                   | 4                |
| Unauthorized Burning              | 1                |
| Good Intent Call                  | 1                |
| Canceled Enroute                  | 11               |
| Sprinkler Activation              | 1                |
| Alarm Activation                  | 3                |
| Authorized Controlled Burning     | 2                |
| <b><u>Total</u></b>               | <b><u>34</u></b> |

**City of Brainerd Incident Report**

|                                   |                  |
|-----------------------------------|------------------|
| Motor Vehicle Crash with Injuries | 1                |
| Gas Spill, Leak                   | 1                |
| Unauthorized Burning              | 1                |
| Good Intent Call                  | 1                |
| Canceled Enroute                  | 6                |
| Sprinkler Activation              | 1                |
| Alarm Activation                  | 1                |
| <b><u>Total</u></b>               | <b><u>12</u></b> |

# Parks and Recreation Report

May 2017

Submitted by Tony Sailer, Director

- Hy-Tec Construction submitted a quote through the NJPA's EZIQC Contract process for replacement of the announcer's booth and dugouts at the Bane Park Pony League field, and for new dugouts at the Jaycee's Park Pony and Bronco league fields.

The cost to replace the announcer's booth is \$26,127.66. The cost to replace the six dugouts is \$27,752.25. Staff has determined that since the baseball fields at Jaycees Park aren't used as much as Bane Park, those dugouts aren't high priority to replace, which would cut that cost by two-thirds.

The Park Board approved using Park Dedication funds to replace the announcer's booth and the dugouts at the Bane Park Pony League field, but not at Jaycees Park. Total cost is \$35,377. There is \$42,000 in Park Dedication funds that are not designated for other projects.

The Street Department will assist staff with razing the structures.

- Kurt LeVasseur, whose property abuts the north side of Lum Park, informed staff that he is very unhappy with the Ski Loons' ramp and dock in Rice Lake. Mr. LeVasseur was told that staff met with the Rice Lake Association and the Ski Loons last year and ironed out various issues which were presented to the Park Board. Mr. LeVasseur said he doesn't belong to the association.

Mr. LeVasseur was also told that city property ended at the water's edge, and that the Ski Loons have a permit for the ramp from the Crow Wing County Sheriff's Department, have the required insurance, and also have Park Board permission to use Lum Park for staging purposes.

Mr. LeVasseur told staff he wants the Ski Loons to remove the ramp and dock between shows. He is open to allowing them have shows on Rice Lake, but not practices. He said there has been erosion along his shoreline due to the Ski Loons using the ramp continually.

While stating he was "trying to be nice" about his concerns, Mr. LeVasseur threatened legal action. "I don't want to hurt the Ski Loons or the Park Board, but I'm not making this an option," he told staff. "If you don't cooperate my attitude will change."

Mr. LeVasseur declined an invitation to attend the Park Board meeting to state his concerns.

The Park Board took no action on the request, but asked staff to direct Mr. LeVasseur to the Crow Wing County Sheriff's Department since the ramp is located in public waters and not on city property.

- The Field 1 backstop at Memorial Park was replaced last fall following storm damage. Sun screen slats were inserted into the fencing. This spring, heavy winds pushed portions of the fence off kilter. Staff decided supports were needed to stop further wind damage. The cost for the supports was \$1,400. Park Dedication fees, along with insurance payments, were used to replace the backstop and sun screen. The Park Board approved using Park Dedication funds to pay for the supports.

- The annual Easter Egg Hunt took place April 15 at Gregory Park and drew a record crowd. Bags of Easter candy handed out totaled 485. The event was historically held at Lum Park, but due to construction, it was moved to Gregory Park. A number of participants noted how much better the location was and staff plans to continue holding the event at Gregory Park.
- Staff used funds from the Minnesota Twins grant to run an ad campaign in the Brainerd Dispatch to promote youth baseball. Tony Veith, Wayne Caughey and Todd Revenig were featured in the ads (see enclosed). On Facebook, the Veith ad had 8,638 views, Caughey 2,216 views and Revenig 1,124 views. Special thanks to Park Board liaison David Badeaux for working on the ad designs.
- The Early Bird softball tournament took place April 22 with 18 teams participating.
- The men's adult softball season begins April 25-26. The women's season begins May 15, the Co-Rec season on May 18 and the Masters season on May 19.
- Upcoming free special events include the Bicycle Clinic from 10 a.m. to noon at the Brainerd High School lower site parking lot on May 20 and the Kids Fishing Clinic beginning at 9:30 a.m. at Lum Park on May 27.



# BRAINERD

## PARKS & RECREATION

*Where the Stars Begin to Shine*

### TONY VEITH BRAINERD BRONCO LEAGUE ALL-STAR



Tony Veith, a 1977 Brainerd High School graduate, was drafted by the Chicago Cubs but decided to attend UND instead. The Cubs drafted him again in 1979 and he progressed all the way to Class A.

His rise to the Minor Leagues began playing for Bud Schmidt in the Brainerd Bronco League at Bane Park where he led the league in hitting three years in a row (ages 10, 11 and 12). Veith once belted 5 consecutive home runs over two games and the next time up he was intentionally walked with the bases loaded! In 1970 he hit .766 (36 for 47) with 16 homers in 15 games.

"As a kid I just played hard all the time," he said. "I did what I had to do. I didn't think I was better than anybody else, I just went 100 percent all of the time."

Veith occasionally umpires youth baseball at Bane Park. "Every time I go to that park ... I remember hitting home runs over the pine trees and they were taller than they are now. They told me I once hit one over the road."



Proud Sponsor of  
Brainerd Park & Rec



## BRAINERD GENERATIONS OF HISTORY

**Join The Summer Leagues** Where Every Swing is a Part of History!

**Registration deadline is April 14 Call 828-2320 for info  
or visit us on the web at [www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)**



# BRAINERD

## PARKS & RECREATION

*Where the Stars Begin to Shine*

### WAYNE CAUGHEY BRAINERD BRONCO LEAGUE ALL-STAR



Wayne Caughey's journey to the Minnesota Twins and Los Angeles Dodgers Triple A affiliates began on the baseball fields at Bane Park in Brainerd.

The 1970 Brainerd High School graduate was on the Minnesota Twins spring roster in 1977 where he rubbed shoulders with the likes of Rod Carew and Tony Oliva. He later was traded to the Dodgers Triple A affiliate in Albuquerque, NM, and was on the same team as Mike Scosia and Dave Stewart.

"The opportunity to play organized baseball (in the Brainerd youth leagues) at that time was a stepping stone for me to go on to professional baseball," says Caughey.

"Without a doubt the support of my parents, the youth league coaches and the Brainerd Parks and Recreation Department were instrumental in my baseball development."



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Brainerd Park & Rec



## BRAINERD

GENERATIONS OF HISTORY

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or visit us on the web at [www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)**

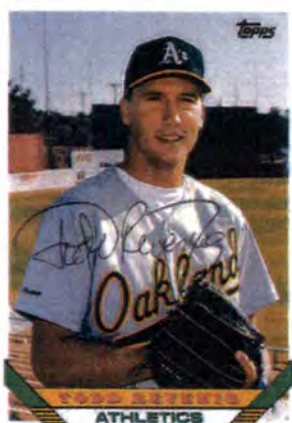


# BRAINERD

## PARKS & RECREATION

*Where the Stars Begin to Shine*

### TODD REVENIG BRAINERD BRONCO LEAGUE ALL-STAR



Brainerd Parks and Recreation baseball was the first step in Todd Revenig's journey from Bane Park to Fenway Park.

The 1987 Brainerd High School graduate was drafted by the Oakland A's in 1990 and made his Major League pitching debut on Aug. 8, 1992 against the Boston Red Sox.

The journey began playing for Bud Schmidt in the Brainerd recreation league.

"I made it to the big leagues," recalls Revenig, "but I remember those days like it was yesterday.

"Looking back to those days in Brainerd, Little League was my highlight. It's where it all started.

"I've been around baseball all my life. The facilities at (Bane Park) are awesome. The whole experience was awesome.

"That was the highlight of my summer - playing at Bane Park," said the former major leaguer.



Proud Sponsor of  
Brainerd Park & Rec

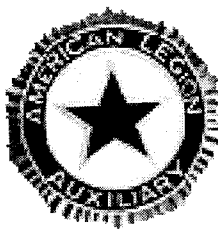


## BRAINERD

GENERATIONS OF HISTORY

**Join The Summer Leagues** Where Every Swing is a Part of History!

**Registration deadline is April 14 Call 828-2320 for info  
or visit us on the web at [www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)**



# AMERICAN LEGION AUXILIARY

CARL SYDNEY HANSON UNIT #255

708 Front Street  
Brainerd, Minnesota 56401

**RECEIVED**

APR 27 2017

**CITY OF BRAINERD  
ADMINISTRATION**

April 21, 2017

Mayor Ed Menk and  
Brainerd City Council  
501 Laurel Street  
Brainerd, MN 56401

Dear Mayor Wallin and Council Members:

The American Legion Auxiliary Unit 255 of Brainerd will hold their annual "Poppy Day" on May 21, 2017. Poppy Day is a day of remembrance and a time to make the public aware of what our armed forces have done for our country. The Poppy symbolizes the ultimate sacrifice made by soldiers for causes greater than themselves.

We are requesting permission to have volunteers offer poppies for donation at various locations in the city of Brainerd on "Poppy Day". Contributions received on "Poppy Day" are used for the sole purpose of the rehabilitation of our veterans and for the welfare of families of veterans.

Thank you for your consideration.

Sincerely,

Stacie Bednarek





# Brainerd City Council Agenda Request

6A  
Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Camp Ripley Annual Update

|                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input checked="" type="checkbox"/> MAIN AGENDA                                                                              | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input checked="" type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| Submitted by:<br>Jim Thoreen                                                                                                                                                                                                                                                                             | Department:<br>Administration                                                                                                                                                                                                                                                                                                                                                                        |
| Presenter (Name & Title):<br>Colonel Scott A. St. Sauver                                                                                                                                                                                                                                                 | Estimated Time Needed:<br>15 minutes                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Summary of Issue:</b><br>Colonel Scott A. St. Sauver will be at the council meeting to brief the Council on the 2017 Annual Training Schedule, the Economic Impact that Camp Ripley provided to the surrounding communities, and the Environmental Briefing.                                          |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Please Explain: |                                                                                                                                                                                                                                                                                                                                                                                                      |

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

May 1, 2017  
7:00 P.M.  
City Hall Conference Room

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        | Airport Util Ext thru 3/31/17 | \$11,848.64   | \$0                   |

2. Land Donation near Rotary Park
3. Deferred Assessment for Pay Year 2018
4. Capital Equipment Fund Review

KET: 03956 05/01/17 COUNCIL

DOR SET: 01

D : 101 GENERAL FUND

| DOR  | NAME                    | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION                                | CHECK# | AMOUNT |
|------|-------------------------|------------------|------------------|--------------------------------------------|--------|--------|
| 0078 | BRAINERD LAKES AREA DEV |                  |                  |                                            |        |        |
|      |                         | I-1333           | 101-41400-3330   | PROFESSIONAL 2017 ANNUAL MEETING - THOREEN | 075638 | 20.00  |
| 0087 | VISIT BRAINERD          |                  |                  |                                            |        |        |
|      |                         | I-MAR 2017       | 101-49200-3340   | LODGING TAX R MARCH LODGING                | 075702 | 223.56 |
| 0125 | CONSOLIDATED TELEPHONE  |                  |                  |                                            |        |        |
|      |                         | I-20424846       | 101-41800-3321   | TELEPHONE PHONE/INTERNET 4/12-5/11         | 075646 | 554.99 |
|      |                         | I-20424846       | 101-41400-3321   | TELEPHONE PHONE/INTERNET 4/12-5/11         | 075646 | 7.08   |
|      |                         | I-20424846       | 101-41700-3321   | TELEPHONE PHONE/INTERNET 4/12-5/11         | 075646 | 2.61   |
|      |                         | I-20424846       | 101-42400-3321   | TELEPHONE PHONE/INTERNET 4/12-5/11         | 075646 | 6.13   |
|      |                         | I-20424846       | 101-41910-3321   | TELEPHONE PHONE/INTERNET 4/12-5/11         | 075646 | 1.34   |
|      |                         | I-20424846       | 101-41940-3321   | TELEPHONE PHONE/INTERNET 4/12-5/11         | 075646 | 79.05  |
| 0220 | KENNEDY & GRAVEN        |                  |                  |                                            |        |        |
|      |                         | I-136744         | 101-49200-3300   | PROFESSIONAL GEN FINAN MATTERS THRU 3/31   | 075663 | 38.00  |
| 0232 | LEAGUE MN CITIES INS TR |                  |                  |                                            |        |        |
|      |                         | I-33902          | 101-41400-1150   | WORKERS COMP FINAL 2016 W/C AUDIT          | 075668 | 50.00- |
|      |                         | I-33902          | 101-41700-1150   | WORKERS COMP FINAL 2016 W/C AUDIT          | 075668 | 35.00- |
|      |                         | I-33902          | 101-41800-1150   | WORKERS COMP FINAL 2016 W/C AUDIT          | 075668 | 285.00 |
|      |                         | I-33902          | 101-41910-1150   | WORKERS COMP FINAL 2016 W/C AUDIT          | 075668 | 54.00- |
|      |                         | I-33902          | 101-42400-1150   | WORKERS COMP FINAL 2016 W/C AUDIT          | 075668 | 65.00- |
|      |                         | I-33902          | 101-41410-1150   | WOKERS COMP FINAL 2016 W/C AUDIT           | 075668 | 112.00 |
| 0293 | PITNEY BOWES RESERVE AC |                  |                  |                                            |        |        |
|      |                         | I-4/25/17 REFILL | 101-15500        | PREPAID EXPEN POSTAGE REFILL 4/25/17       | 075692 | 500.00 |
| 0355 | DAN'S SOD SERVICE       |                  |                  |                                            |        |        |
|      |                         | I-MAY 2017       | 101-41940-3300   | PROFESSIONAL CITY HALL SPRINKLER STARTUP   | 075653 | 150.00 |
| 0447 | CDW GOVERNMENT, INC     |                  |                  |                                            |        |        |
|      |                         | I-HHZ6044        | 101-41800-2210   | OPERATING SUP HDMI & DVI CABLES            | 075641 | 31.29  |
| 0532 | MUSIC GENERAL           |                  |                  |                                            |        |        |
|      |                         | I-6111           | 101-49200-3300   | PROFESSIONAL RECORD EE TRAINING            | 075683 | 325.00 |
|      |                         | I-6111           | 101-14100        | DUE FROM COMP BPU RECORD EE TRAINING       | 075683 | 325.00 |
| 1    | MISCELLANEOUS VENDOR    |                  |                  |                                            |        |        |
|      | KEVIN'S PLUMBING &      | I-MAY 2017       | 101-32230        | MECHANICAL PE REFUND PERMIT 2017-00281     | 075664 | 40.00  |
| 1753 | MARCO                   |                  |                  |                                            |        |        |
|      |                         | I-INV4171666     | 101-41800-3300   | PROFESSIONAL DOMAIN SET-UP SERVICES        | 075671 | 877.75 |
| 1859 | ENTERPRISE FM TRUST     |                  |                  |                                            |        |        |
|      |                         | I-FBN3211675     | 101-41940-3331   | LEASE PAYMENT 4/1/17-4/30/17 FUSION LEASE  | 075657 | 312.37 |
| 2058 | LAKES AREA HUMAN RESOUR |                  |                  |                                            |        |        |
|      |                         | I-239            | 101-41400-3330   | PROFESSIONAL ANNUAL MEMBERSHIP - SCHUBERT  | 075665 | 146.25 |

D : 101 GENERAL FUND

|      |     |              |        |           |
|------|-----|--------------|--------|-----------|
| FUND | 101 | GENERAL FUND | TOTAL: | 11,011.05 |
|------|-----|--------------|--------|-----------|

KET: 03956 05/01/17 COUNCIL  
DOR SET: 01  
D : 203 TRANSIT FUND

| DOR   | NAME                    | ITEM #     | G/L ACCOUNT NAME | DESCRIPTION                        | CHECK# | AMOUNT |
|-------|-------------------------|------------|------------------|------------------------------------|--------|--------|
| ===== |                         |            |                  |                                    |        |        |
| 0011  | ACE HARDWARE            |            |                  |                                    |        |        |
|       |                         | I-249718   | 203-49000-2200   | OFFICE SUPPLI KEYS & KEY TAG       | 075631 | 8.30   |
| 0086  | CITY OF BRAINERD        |            |                  |                                    |        |        |
|       |                         | I-MAY 2017 | 203-49000-3410   | RENTAL EXPENS MAY TRANSIT RENT     | 075644 | 550.00 |
| 0125  | CONSOLIDATED TELEPHONE  |            |                  |                                    |        |        |
|       |                         | I-20424846 | 203-49000-3321   | TELEPHONE PHONE/INTERNET 4/12-5/11 | 075646 | 27.15  |
| 0232  | LEAGUE MN CITIES INS TR |            |                  |                                    |        |        |
|       |                         | I-33902    | 203-49000-1150   | WORKERS COMP FINAL 2016 W/C AUDIT  | 075668 | 3.00-  |
|       |                         |            |                  |                                    |        |        |
|       |                         |            | FUND             | 203 TRANSIT FUND                   | TOTAL: | 582.45 |



D : 211 LIBRARY FUND

| DOR  | NAME                    | ITEM #             | G/L ACCOUNT NAME | DESCRIPTION                                  | CHECK# | AMOUNT   |
|------|-------------------------|--------------------|------------------|----------------------------------------------|--------|----------|
| 0011 | ACE HARDWARE            |                    |                  |                                              |        |          |
|      |                         | I-249074           | 211-45500-2220   | REPAIR & MAIN BOLTS                          | 075631 | 1.88     |
| 0102 | CANON FINANCIAL SERVICE |                    |                  |                                              |        |          |
|      |                         | I-17200783         | 211-45505-3430   | MISC - COPY M CONTRACT CHARGE APRIL          | 075640 | 92.98    |
| 0284 | OFFICE SHOP             |                    |                  |                                              |        |          |
|      |                         | I-1023342-0        | 211-45500-2200   | OFFICE SUPPLI COLORED PAPER FOR FORMS        | 075691 | 46.03    |
|      |                         | I-291446-0         | 211-45505-3430   | MISC - COPY M COPIER OVERAGE                 | 075691 | 1.78     |
|      |                         | I-291487-0         | 211-45505-3430   | MISC - COPY M COPIER CONTRACT FEE            | 075691 | 720.00   |
| 0307 | CENTERPOINT ENERGY      |                    |                  |                                              |        |          |
|      |                         | I-6032449-8/APR 17 | 211-45500-3380   | UTILITIES HEAT 3/20-4/19                     | 075642 | 510.05   |
| 0344 | WASTE PARTNERS INC      |                    |                  |                                              |        |          |
|      |                         | I-73X02062         | 211-45500-3430   | MISCELLANEOUS MARCH GARBAGE SERVICE          | 075703 | 70.14    |
| 0447 | CDW GOVERNMENT, INC     |                    |                  |                                              |        |          |
|      |                         | I-HLJ5208          | 211-45500-3401   | LIBRARY TECHN 17 IN MICROTOUCH DISPLAY       | 075641 | 604.48   |
| 2257 | U.S. BANK               |                    |                  |                                              |        |          |
|      |                         | I-APR 17 LIB       | 211-45500-3400   | REPAIR & MAIN AMAZON - PARKLOT BULBS         | 075698 | 47.97    |
|      |                         | I-APR 17 LIB       | 211-45500-2240   | LIBRARY MATER AMAZON - BOOK TAPE             | 075698 | 53.13    |
|      |                         | I-APR 17 LIB       | 211-45500-3400   | REPAIR & MAIN DEMCO - LIBRARY STREET SIGN/PO | 075698 | 85.08    |
|      |                         | I-APR 17 LIB       | 211-45500-2240   | LIBRARY MATER COSTCO - BABY WIPES CLEANING B | 075698 | 19.99    |
|      |                         | I-APR 17 LIB       | 211-45500-3322   | POSTAGE COSTCO - STAMPS                      | 075698 | 48.75    |
|      |                         | I-APR 17 LIB       | 211-45500-2220   | REPAIR & MAIN HOME DEPOT - DOOR STOPS & CLEA | 075698 | 97.81    |
|      |                         | I-APR 17 LIB       | 211-45500-2220   | REPAIR & MAIN HOME DEPOT - BRDS/PAINT/LOCKS  | 075698 | 180.71   |
|      |                         | I-APR 17 LIB       | 211-45500-2220   | REPAIR & MAIN WALMART - CLEANING SUPPLIES    | 075698 | 14.70    |
|      |                         | I-APR 17 LIB       | 211-45507-3430   | BREMER GRANT AMAZON - BREMER-SPEAKER-LEGO    | 075698 | 115.94   |
|      |                         | I-APR 17 LIB       | 211-45501-3430   | MISC - SPECIF BIG LOTS - VOL REG FOR AARP VO | 075698 | 25.40    |
|      |                         | I-APR 17 LIB       | 211-45501-3430   | MISC - SPECIF COSTCO - STATE MTG/VOL REG     | 075698 | 33.86    |
|      |                         | I-APR 17 LIB       | 211-45505-3430   | MISC - COPY M FACEBOOK - LEGACY AD TO BE REI | 075698 | 75.03    |
|      |                         | I-APR 17 LIB       | 211-45507-3430   | BREMER GRANT LAKES AREA RESTORE - CHAIR & D  | 075698 | 45.00    |
|      |                         | I-APR 17 LIB       | 211-45501-3430   | MISC - SPECIF POSITIVE PROMOTIONS - VOL REG  | 075698 | 216.70   |
|      |                         | I-APR 17 LIB       | 211-45501-3430   | MISC - SPECIF JOANN FABRICS - LEGACY YARN TO | 075698 | 31.43    |
|      |                         | I-APR 17 LIB       | 211-45505-3430   | MISC - COPY M MYDRIVERSMANUALS - CDL MANUALS | 075698 | 302.57   |
| 3438 | D - D BEVERAGE, LLC     |                    |                  |                                              |        |          |
|      |                         | I-1237962          | 211-45500-2220   | REPAIR & MAIN TISSUE & TOWEL                 | 075651 | 52.55    |
|      |                         | I-1271842          | 211-45500-2220   | REPAIR & MAIN TISSUE & SOAP                  | 075651 | 170.30   |
|      |                         |                    |                  | FUND 211 LIBRARY FUND                        | TOTAL: | 3,664.22 |

KET: 03956 05/01/17 COUNCIL

DOR SET: 01

D : 215 SE SCDP GRANT

| DOR   | NAME                   | ITEM #       | G/L ACCOUNT NAME | DESCRIPTION                | CHECK# | AMOUNT   |
|-------|------------------------|--------------|------------------|----------------------------|--------|----------|
| ===== |                        |              |                  |                            |        |          |
| 3484  | FAIRFIELD CONSTRUCTION |              |                  |                            |        |          |
|       |                        | I-04/24/2017 | 215-46323-5510   | CAPITAL - RES SCDP HOM #34 | 075659 | 5,000.00 |
|       |                        |              |                  |                            |        |          |
|       |                        |              | FUND             | 215 SE SCDP GRANT          | TOTAL: | 5,000.00 |

D : 223 DRUG FORFEITURE

| DOR   | NAME               | ITEM #     | G/L ACCOUNT NAME | DESCRIPTION                 | CHECK# | AMOUNT |
|-------|--------------------|------------|------------------|-----------------------------|--------|--------|
| ===== |                    |            |                  |                             |        |        |
| 0086  | CITY OF BRAINERD   |            |                  |                             |        |        |
|       | I-ICR:             | 17002195   | 223-22800        | OTHER LIABILI ICR: 17002195 | 075644 | 186.90 |
| 0136  | CWC ATTORNEY       |            |                  |                             |        |        |
|       | I-ICR              | 16010704   | 223-22800        | OTHER LIABILI ICR: 16010704 | 075649 | 31.00  |
|       | I-ICR              | 16011995   | 223-22800        | OTHER LIABILI ICR: 16011995 | 075649 | 35.00  |
|       | I-ICR:             | 15015066-A | 223-22800        | OTHER LIABILI ICR: 15015066 | 075649 | 40.00  |
|       | I-ICR:             | 16006227   | 223-22800        | OTHER LIABILI ICR: 16006227 | 075649 | 31.00  |
|       | I-ICR:             | 17002195   | 223-22800        | OTHER LIABILI ICR: 17002195 | 075649 | 53.40  |
| 0266  | MN STATE TREASURER |            |                  |                             |        |        |
|       | I-ICR:             | 17002195   | 223-22800        | OTHER LIABILI ICR: 17002195 | 075680 | 26.70  |
| 0586  | MN STATE TREASURER |            |                  |                             |        |        |
|       | I-ICR              | 15015066   | 223-22800        | OTHER LIABILI ICR: 15015066 | 075681 | 20.00  |
|       | I-ICR              | 16010704   | 223-22800        | OTHER LIABILI ICR: 16010704 | 075681 | 15.50  |
|       | I-ICR:             | 16006227   | 223-22800        | OTHER LIABILI ICR: 16006227 | 075681 | 15.50  |
|       | I-ICR:             | 16011995   | 223-22800        | OTHER LIABILI ICR: 16011995 | 075681 | 17.50  |
|       | FUND               | 223        | DRUG FORFEITURE  | TOTAL:                      |        | 472.50 |

KET: 03956 05/01/17 COUNCIL

DOR SET: 01

D : 224 DUI FORFEITURE

| DOR   | NAME                    | ITEM #          | G/L ACCOUNT NAME | DESCRIPTION                     | CHECK# | AMOUNT |
|-------|-------------------------|-----------------|------------------|---------------------------------|--------|--------|
| ===== |                         |                 |                  |                                 |        |        |
| 0136  | CWC ATTORNEY            |                 |                  |                                 |        |        |
|       |                         | I-ICR: 15002349 | 224-22800        | OTHER LIABILI ICR: 15002349     | 075649 | 108.60 |
| 0888  | WEST BRAINERD AUTO SERV |                 |                  |                                 |        |        |
|       |                         | I-28483         | 224-42150-2210   | OPERATING EXP TOW ICR: 17005412 | 075704 | 45.00  |
|       |                         | I-28674         | 224-42150-2210   | OPERATING EXP TOW ICR: 17005221 | 075704 | 35.00  |
|       |                         | I-28754         | 224-42150-2210   | OPERATING EXP TOW ICR: 17005412 | 075704 | 45.00  |
|       |                         |                 |                  | FUND 224 DUI FORFEITURE         | TOTAL: | 233.60 |

'KET: 039S6 05/01/17 COUNCIL  
 DOR SET: 01  
 D : 225 PUBLIC SAFETY FUND

| DOR  | NAME                    | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION                                | CHECK# | AMOUNT    |
|------|-------------------------|------------------|------------------|--------------------------------------------|--------|-----------|
| 0011 | ACE HARDWARE            |                  |                  |                                            |        |           |
|      |                         | I-249394         | 225-42120-2210   | OPERATING SUP EXTENSION CORD               | 075631 | 6.02      |
|      |                         | I-249408         | 225-42120-2221   | SQUAD CAR REP SQD CLEANING/MAINT SUPPLIES  | 075631 | 8.98      |
| 0079 | BRAINERD LICENSE OFFICE |                  |                  |                                            |        |           |
|      |                         | I-556NNZ/2017    | 225-42120-2221   | SQUAD CAR REP SQD 401 - REG/RENEWAL        | 075639 | 11.00     |
| 0102 | CANON FINANCIAL SERVICE |                  |                  |                                            |        |           |
|      |                         | I-17200784       | 225-42220-3331   | LEASE PAYMENT MAY COPIER LEASE             | 075640 | 66.23     |
| 0125 | CONSOLIDATED TELEPHONE  |                  |                  |                                            |        |           |
|      |                         | I-20424846       | 225-42220-3321   | TELEPHONE PHONE/INTERNET 4/12-5/11         | 075646 | 27.27     |
|      |                         | I-20424846       | 225-42120-3321   | TELEPHONE PHONE/INTERNET 4/12-5/11         | 075646 | 156.32    |
|      |                         | I-20424846       | 225-42120-3309   | COMPUTER TECH PHONE/INTERNET 4/12-5/11     | 075646 | 26.25     |
| 0136 | CWC ATTORNEY            |                  |                  |                                            |        |           |
|      |                         | I-ICR: 16001468  | 225-22800        | OTHER LIABILI ICR: 16001468                | 075649 | 20.40     |
| 0145 | TREAS, FIRE RELIEF ASSO |                  |                  |                                            |        |           |
|      |                         | I-04/26/17       | 225-20800        | DUE TO OTHER REMIT FIRE CONVENTION FEES    | 075697 | 880.00    |
| 0226 | LAKES AREA MAT SERVICE  |                  |                  |                                            |        |           |
|      |                         | I-#580: 20170404 | 225-42120-3430   | MISCELLANEOUS #580 POLICE DEPT MAT SERVICE | 075666 | 40.15     |
|      |                         | I-#580: 20170418 | 225-42120-3430   | MISCELLANEOUS #580 POLICE DEPT MAT SERVICE | 075666 | 40.15     |
| 0232 | LEAGUE MN CITIES INS TR |                  |                  |                                            |        |           |
|      |                         | I-33902          | 225-42120-1150   | WORKERS COMP FINAL 2016 W/C AUDIT          | 075668 | 1,037.00- |
|      |                         | I-33902          | 225-42220-1150   | WORKERS COMP FINAL 2016 W/C AUDIT          | 075668 | 189.00-   |
|      |                         | I-33902          | 225-42225-1150   | WORKERS COMP FINAL 2016 W/C AUDIT          | 075668 | 9,922.00  |
| 0242 | MALLIE LAW OFFICE, PA   |                  |                  |                                            |        |           |
|      |                         | I-MAY 2017       | 225-42127-3310   | MISDEMEANOR P MAY 2017                     | 075670 | 15,272.91 |
| 0265 | OFFICE OF MN.IT SERVICE |                  |                  |                                            |        |           |
|      |                         | I-W17030716      | 225-42127-3430   | MISC - PROSEC MAR CITY ATTORNEY PHONE      | 075690 | 63.90     |
| 0322 | STREICHERS PROF EQUIP   |                  |                  |                                            |        |           |
|      |                         | I-I1258293       | 225-42120-1113   | UNIFORM ALLOW 772ML & 775DL INITIAL ISSUE  | 075696 | 380.95    |
|      |                         | I-I1258364       | 225-42120-1113   | UNIFORM ALLOW 727DS INITIAL ISSUE          | 075696 | 1,526.74  |
|      |                         | I-I1258510       | 225-42120-1113   | UNIFORM ALLOW 727DS INITIAL ISSUE          | 075696 | 15.98     |
|      |                         | I-I1258779       | 225-42120-1113   | UNIFORM ALLOW 720TG - INITIAL ISSUE        | 075696 | 14.98     |
|      |                         | I-I1258816       | 225-42120-1113   | UNIFORM ALLOW WEAPON LIGHT                 | 075696 | 192.98    |
|      |                         | I-I1258885       | 225-42120-1113   | UNIFORM ALLOW 771EA - INITIAL ISSUE        | 075696 | 54.99     |
| 0586 | MN STATE TREASURER      |                  |                  |                                            |        |           |
|      |                         | I-ICR: 16001468  | 225-22800        | OTHER LIABILI ICR: 16001468                | 075681 | 10.20     |
| 0664 | MN POST BOARD           |                  |                  |                                            |        |           |
|      |                         | I-11421/2017     | 225-42120-3433   | DUES & SUBSCR 709 - POST LICENSE RENEWAL   | 075678 | 90.00     |

KET: 03956 05/01/17 COUNCIL  
DOR SET: 01  
D : 225 PUBLIC SAFETY FUND

| DOR  | NAME                    | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION                                  | CHECK# | AMOUNT   |
|------|-------------------------|------------------|------------------|----------------------------------------------|--------|----------|
| 0664 | MN POST BOARD           | continued        |                  |                                              |        |          |
|      |                         | I-13296/2017     | 225-42120-3433   | DUES & SUBSCR 719 - POST LICENSE RENEWAL     | 075678 | 90.00    |
|      |                         | I-13548/2017     | 225-42120-3433   | DUES & SUBSCR 721 - POST LICENSE RENEWAL     | 075678 | 90.00    |
|      |                         | I-21210/2017     | 225-42120-3433   | DUES & SUBSCR 725 - POST LICENSE RENEWAL     | 075678 | 90.00    |
|      |                         | I-22402/2017     | 225-42120-3433   | DUES & SUBSCR 722 - POST LICENSE RENEWAL     | 075678 | 90.00    |
|      |                         | I-22766/2017     | 225-42120-3433   | DUES & SUBSCR 710 - POST LICENSE RENEWAL     | 075678 | 90.00    |
|      |                         | I-9840/2017      | 225-42120-3433   | DUES & SUBSCR 701 - POST LICENSE RENEWAL     | 075678 | 90.00    |
| 0745 | BATTERIES PLUS          |                  |                  |                                              |        |          |
|      |                         | I-035-328002     | 225-42120-2210   | OPERATING SUP FLASHLIGHT BATTERY             | 075636 | 19.95    |
|      |                         | I-035-328026     | 225-42120-2210   | OPERATING SUP CAMERA BATTERY                 | 075636 | 26.95    |
|      |                         | I-035-328026     | 225-42120-3430   | MISCELLANEOUS BULB RECYCLING                 | 075636 | 5.34     |
|      |                         | I-035-328544     | 225-42120-2220   | REPAIR & MAIN LIGHTBULBS                     | 075636 | 57.25    |
|      |                         | I-035-328549     | 225-42120-2210   | OPERATING SUP PHONE HEADSET BATTERY          | 075636 | 13.95    |
| 1171 | KEEPRS, INC/CY'S UNIFOR |                  |                  |                                              |        |          |
|      |                         | I-342677         | 225-42120-1113   | UNIFORM ALLOW 775DL - INITIAL ISSUE          | 075662 | 85.98    |
| 1343 | CHARTER COMMUNICATIONS  |                  |                  |                                              |        |          |
|      |                         | I-APR-MAY 2017   | 225-42220-3380   | UTILITIES APRIL-MAY 2017 NE STATION          | 075643 | 7.40     |
| 1365 | MCCULLOUGH, JULIE       |                  |                  |                                              |        |          |
|      |                         | I-TRAV REIM 5/17 | 225-42120-3330   | PROFESSIONAL MEAL REIM NIBRS TRAINING        | 075672 | 32.68    |
|      |                         | I-TRAV REIM 5/17 | 225-42120-3330   | PROFESSIONAL MILEAGE REIM TAC WORKSHOP       | 075672 | 116.63   |
| 1499 | NOTARY LAW INSTITUTE    |                  |                  |                                              |        |          |
|      |                         | I-104737/2017    | 225-42120-3433   | DUES & SUBSCR MCCULLOUGH - NOTARY MEMBERSHIP | 075687 | 26.00    |
| 1506 | JENSEN, CHERYL          |                  |                  |                                              |        |          |
|      |                         | I-TRAV REIM 5/17 | 225-42120-3330   | PROFESSIONAL MILEAGE REIM TAC WORKSHOP       | 075661 | 119.31   |
| 1526 | DOOLEY, PAUL            |                  |                  |                                              |        |          |
|      |                         | I-TRAV REIM 5/17 | 225-42120-3330   | PROFESSIONAL MEAL REIM - MIENS & MORALS TRN  | 075654 | 22.60    |
|      |                         | I-TRAV REIM 5/17 | 225-42120-3330   | PROFESSIONAL MEALS REIM K9 CERT TRN          | 075654 | 16.90    |
| 1815 | F.I.R.E. CROSSLAKE      |                  |                  |                                              |        |          |
|      |                         | I-2413           | 225-42220-3330   | PROFESSIONAL HAZ MAT REFRESHER               | 075658 | 750.00   |
|      |                         | I-2434           | 225-42220-3330   | PROFESSIONAL NFPA 1021 OFFICER I             | 075658 | 500.00   |
|      |                         | I-2457           | 225-42220-3330   | PROFESSIONAL ROPES TECHNICIAN                | 075658 | 3,800.00 |
| 1859 | ENTERPRISE FM TRUST     |                  |                  |                                              |        |          |
|      |                         | I-FBN3211675     | 225-42220-3331   | LEASE PAYMENT 4/1/17-4/30/17 FORD UTILITY IN | 075657 | 482.31   |
|      |                         | I-FBN3211675     | 225-42120-3331   | LEASED PAYMEN 3/7/17-4/30/17 FORD SEDAN      | 075657 | 950.36   |
|      |                         | I-FBN3211675     | 225-42120-3331   | LEASED PAYMEN 3/7/17-4/30/17 FORD UTILITY    | 075657 | 1,064.67 |
| 1912 | MINNEAPOLIS FINANCE DEP |                  |                  |                                              |        |          |
|      |                         | I-400451001078   | 225-42120-3309   | COMPUTER TECH 03/17 APS COMP SUPPORT         | 075675 | 468.00   |
| 1969 | NASH, TROY              |                  |                  |                                              |        |          |



| DOR   | NAME                    | ITEM #           | G/L ACCOUNT NAME | DESCRIPTION                                  | CHECK# | AMOUNT    |
|-------|-------------------------|------------------|------------------|----------------------------------------------|--------|-----------|
| ===== |                         |                  |                  |                                              |        |           |
| 1969  | NASH, TROY              | continued        |                  |                                              |        |           |
|       |                         | I-TRAV REIM 5/17 | 225-42120-3330   | PROFESSIONAL 729 - SOTA CONF MEAL REIM       | 075684 | 30.03     |
|       |                         | I-TRAV REIM 5/17 | 225-42120-3330   | PROFESSIONAL 729 - SOTA CONF MILEAGE REIM    | 075684 | 72.23     |
| 2137  | O'REILLY AUTOMOTIVE STO |                  |                  |                                              |        |           |
|       |                         | I-1647-195198    | 225-42120-2221   | SQUAD CAR REP SQD 418 - HEADLIGHT            | 075688 | 24.73     |
|       |                         | I-1647-195622    | 225-42120-2221   | SQUAD CAR REP SQD 441 - TURN SIGNAL BULBS    | 075688 | 6.40      |
| 2838  | AXON ENTERPRISE, INC.   |                  |                  |                                              |        |           |
|       |                         | I-SII478814      | 225-42120-1113   | UNIFORM ALLOW TASER                          | 075635 | 1,094.58  |
| 2924  | VERIZON WIRELESS        |                  |                  |                                              |        |           |
|       |                         | I-9784007475     | 225-42220-3321   | TELEPHONE 4/16-5/15 IPAD SERV                | 075701 | 210.06    |
| 3018  | NORTH COUNTRY JANITORIA |                  |                  |                                              |        |           |
|       |                         | I-APRIL 2017     | 225-42120-3300   | PROFESSIONAL JANITORIAL SERVICES 04/17       | 075686 | 1,000.00  |
| 3138  | ST. LOUIS MRO INC.      |                  |                  |                                              |        |           |
|       |                         | I-41295          | 225-42120-3300   | PROFESSIONAL 1 PRE-EMPLOYMENT TEST           | 075695 | 24.50     |
| 3168  | MOTORS-N-MORE           |                  |                  |                                              |        |           |
|       |                         | I-25030          | 225-42120-2221   | SQUAD CAR REP SQD 924 - SENSOR & TRANSM TUNE | 075682 | 326.60    |
|       |                         | I-25035          | 225-42120-2221   | SQUAD CAR REP SQD 442 - OIL CHANGE           | 075682 | 23.00     |
| 3175  | MIDWEST SECURITY AND FI |                  |                  |                                              |        |           |
|       |                         | I-15228          | 225-42120-2210   | OPERATING SUP KEY FOBS                       | 075674 | 165.00    |
| 3202  | INNOVATIVE OFFICE SOLUT |                  |                  |                                              |        |           |
|       |                         | I-IN1584052      | 225-42220-2200   | OFFICE SUPPLI DRYLINE TAPE, POST IT FLAGS, C | 075660 | 61.43     |
| 3220  | DALCO                   |                  |                  |                                              |        |           |
|       |                         | I-3160498        | 225-42120-2220   | REPAIR & MAIN CLEANING & MAINT SUPPLIES      | 075652 | 237.80    |
| 3438  | D - D BEVERAGE, LLC     |                  |                  |                                              |        |           |
|       |                         | I-145562         | 225-42220-2210   | OPERATING SUP WHITE ROLL TOWELS              | 075651 | 31.70     |
|       |                         |                  |                  |                                              |        |           |
|       |                         |                  |                  | FUND 225 PUBLIC SAFETY FUND                  | TOTAL: | 40,016.74 |

'KET: 03956 05/01/17 COUNCIL

DOR SET: 01

D : 227 RECYCLING FUND

| DOR   | NAME                  | ITEM #   | G/L ACCOUNT NAME | DESCRIPTION                               | CHECK# | AMOUNT |
|-------|-----------------------|----------|------------------|-------------------------------------------|--------|--------|
| ===== |                       |          |                  |                                           |        |        |
| 1286  | EAST SIDE OIL COMPANY |          |                  |                                           |        |        |
|       |                       | I-R67451 | 227-43230-3428   | USED OIL RECY 4/12/17 FILTER & ANTIFREEZE | 075655 | 125.00 |
|       |                       |          |                  |                                           |        |        |
|       |                       |          |                  | FUND 227 RECYCLING FUND                   | TOTAL: | 125.00 |

| DOR  | NAME                    | ITEM #         | G/L ACCOUNT NAME | DESCRIPTION                                  | CHECK# | AMOUNT   |
|------|-------------------------|----------------|------------------|----------------------------------------------|--------|----------|
| 0147 | USA SOFTBALL MINNESOTA  |                |                  |                                              |        |          |
|      |                         | I-3304         | 230-45215-2210   | OPERATING SUP ADULT SOFTBALL TEAM SANCTION F | 075700 | 825.00   |
|      |                         | I-3318         | 230-45216-2210   | OPERATING SUP TOURNAMENT SOFTBALL TEAM SANCT | 075700 | 90.00    |
| 0232 | LEAGUE MN CITIES INS TR |                |                  |                                              |        |          |
|      |                         | I-33902        | 230-45200-1150   | WORKERS COMP FINAL 2016 W/C AUDIT            | 075668 | 865.00   |
| 0260 | MN BUREAU OF CRIM APPRE |                |                  |                                              |        |          |
|      |                         | I-4251701      | 230-45229-2210   | OPERATING SUP CHILD PROTECTION BACKGROUND CK | 075676 | 15.00    |
|      |                         | I-4251701      | 230-45203-2210   | OPERATING SUP CHILD PROTECTION BACKGROUND CK | 075676 | 15.00    |
|      |                         | I-4251701      | 230-45208-2210   | OPERATING SUP CHILD PROTECTION BACKGROUND CK | 075676 | 465.00   |
|      |                         | I-4251701      | 230-45226-2210   | OPERATING SUP CHILD PROTECTION BACKGROUND CK | 075676 | 225.00   |
|      |                         | I-4251701      | 230-45202-2210   | OPERATING SUP CHILD PROTECTION BACKGROUND CK | 075676 | 15.00    |
|      |                         | I-4251701      | 230-45205-2210   | OPERATING SUP CHILD PROTECTION BACKGROUND CK | 075676 | 30.00    |
| 0889 | MENARDS - BAXTER        |                |                  |                                              |        |          |
|      |                         | I-51086        | 230-45207-2220   | REPAIR & MAIN ELECTRICAL/MISC SUP - MILLS FI | 075673 | 46.61    |
| 1369 | ACTIVE NETWORK          |                |                  |                                              |        |          |
|      |                         | I-1000121119   | 230-45200-3309   | COMPUTER TECH SOFTWARE 1/1/17-3/31/17        | 075632 | 1,000.00 |
| 1601 | MINNESOTA UI FUND       |                |                  |                                              |        |          |
|      |                         | I-1ST QTR 2017 | 230-45200-1140   | UNEMPLOYMENT 1ST QTR UNEMPLOYMENT            | 075677 | 1.35     |
| 1859 | ENTERPRISE FM TRUST     |                |                  |                                              |        |          |
|      |                         | I-FBN3211675   | 230-45200-3331   | LEASE PAYMENT 4/1/17-4/30/17 EQUINOX LEASE   | 075657 | 392.03   |
|      |                         | I-FBN3211675   | 230-45200-3331   | LEASE PAYMENT 3/10/17-4/30/17 FORD VAN       | 075657 | 858.49   |
|      |                         |                |                  | FUND 230 PARK & RECREATION FUND TOTAL:       |        | 4,843.48 |

| DOR   | NAME                    | ITEM #       | G/L ACCOUNT NAME | DESCRIPTION                                  | CHECK# | AMOUNT    |
|-------|-------------------------|--------------|------------------|----------------------------------------------|--------|-----------|
| ===== |                         |              |                  |                                              |        |           |
| 0039  | AMERIPRIDE LINEN SERVIC |              |                  |                                              |        |           |
|       |                         | I-2200904669 | 235-43100-3430   | MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV   | 075633 | 78.25     |
| 0125  | CONSOLIDATED TELEPHONE  |              |                  |                                              |        |           |
|       |                         | I-20429269   | 235-43100-3321   | TELEPHONE PHONE/INTERNET 4/12-5/11           | 075646 | 109.62    |
| 0232  | LEAGUE MN CITIES INS TR |              |                  |                                              |        |           |
|       |                         | I-33902      | 235-43100-1150   | WORKERS COMP FINAL 2016 W/C AUDIT            | 075668 | 1,471.00- |
| 1449  | M-R SIGN CO., INC.      |              |                  |                                              |        |           |
|       |                         | I-194733     | 235-43170-2210   | OPERATING SUP 18 SIGN FACES, LETTERING       | 075669 | 353.44    |
| 1859  | ENTERPRISE FM TRUST     |              |                  |                                              |        |           |
|       |                         | I-FBN3211675 | 235-43100-3331   | LEASE PAYMENT 4/1/17-4/30/17 SILVERADO LEASE | 075657 | 731.91    |
| 2839  | NATIONWIDE              |              |                  |                                              |        |           |
|       |                         | I-MAY 2017   | 235-43100-3430   | MISCELLANEOUS RIGHT-OF-WAY RESTORATION BOND  | 075685 | 130.00    |
|       |                         |              |                  |                                              |        |           |
|       |                         |              |                  | FUND 235 STREET & SEWER FUND                 | TOTAL: | 67.78-    |

KET: 03956 05/01/17 COUNCIL  
DOR SET: 01  
D : 237 SANITARY SEWER FUND

| DOR   | NAME                    | ITEM #      | G/L ACCOUNT NAME | DESCRIPTION                       | CHECK# | AMOUNT  |
|-------|-------------------------|-------------|------------------|-----------------------------------|--------|---------|
| ===== |                         |             |                  |                                   |        |         |
| 0232  | LEAGUE MN CITIES INS TR |             |                  |                                   |        |         |
|       |                         | I-33902     | 237-43190-1150   | WORKERS COMP FINAL 2016 W/C AUDIT | 075668 | 562.00- |
| 0284  | OFFICE SHOP             |             |                  |                                   |        |         |
|       |                         | I-1024121-0 | 237-43190-2210   | OPERATING SUP RUBBER BANDS        | 075691 | 3.98    |
|       |                         |             |                  |                                   |        |         |
|       |                         |             |                  | FUND 237 SANITARY SEWER FUND      | TOTAL: | 558.02- |

KET: 03956 05/01/17 COUNCIL  
DOR SET: 01  
D : 238 STORM SEWER FUND

| DOR   | NAME                    | ITEM #  | G/L ACCOUNT NAME | DESCRIPTION                       | CHECK# | AMOUNT  |
|-------|-------------------------|---------|------------------|-----------------------------------|--------|---------|
| ===== |                         |         |                  |                                   |        |         |
| 0232  | LEAGUE MN CITIES INS TR |         |                  |                                   |        |         |
|       |                         | I-33902 | 238-43160-1150   | WORKERS COMP FINAL 2016 W/C AUDIT | 075668 | 222.00- |
|       |                         |         |                  |                                   |        |         |
|       |                         |         | FUND             | 238 STORM SEWER FUND              | TOTAL: | 222.00- |

KET: 03956 05/01/17 COUNCIL  
DOR SET: 01  
D : 400 CAPITAL PROJECTS FUND

| DOR   | NAME                    | ITEM #        | G/L ACCOUNT NAME | DESCRIPTION                           | CHECK# | AMOUNT   |
|-------|-------------------------|---------------|------------------|---------------------------------------|--------|----------|
| ===== |                         |               |                  |                                       |        |          |
| 1856  | EMERGENCY AUTOMOTIVE TE |               |                  |                                       |        |          |
|       |                         | I-AW030917-6D | 400-49050-5530   | CAPITAL - OTH SQD 402 & 425 NEW BUILD | 075656 | 2,712.00 |
|       |                         |               |                  |                                       |        |          |
|       |                         |               |                  | FUND 400 CAPITAL PROJECTS FUND        | TOTAL: | 2,712.00 |



KET: 03956 05/01/17 COUNCIL  
DOR SET: 01  
D : 401 CONSTRUCTION FUND

| DOR   | NAME                    | ITEM #     | G/L ACCOUNT NAME | DESCRIPTION                                  | CHECK# | AMOUNT    |
|-------|-------------------------|------------|------------------|----------------------------------------------|--------|-----------|
| ===== |                         |            |                  |                                              |        |           |
| 0317  | SHORT ELLIOTT HENDRICKS |            |                  |                                              |        |           |
|       |                         | I-331073   | 401-41415-3300   | PROFESSIONAL AIRPORT UTIL EXT THRU 3/31      | 075694 | 11,848.64 |
| 0447  | CDW GOVERNMENT, INC     |            |                  |                                              |        |           |
|       |                         | I-HLN0416  | 401-49030-2210   | OPERATING SUP 2 TRIPP 400W CAR USB 2 ADAPTOR | 075641 | 102.28    |
| 2667  | BRAINERD ENGINEERING DE |            |                  |                                              |        |           |
|       |                         | I-MAY 2017 | 401-49030-3322   | POSTAGE MAIL PLANS TO TRI-CITY PAVING        | 075637 | 10.79     |
|       |                         |            |                  |                                              |        |           |
|       |                         |            | FUND             | 401 CONSTRUCTION FUND                        | TOTAL: | 11,961.71 |

KEY: 03956 05/01/17 COUNCIL  
DOR SET: 01  
D : 405 PARK DEDICATION CAPITAL

| DOR   | NAME                | ITEM # | G/L ACCOUNT NAME | DESCRIPTION                                  | CHECK#                             | AMOUNT    |
|-------|---------------------|--------|------------------|----------------------------------------------|------------------------------------|-----------|
| ===== |                     |        |                  |                                              |                                    |           |
| 0282  | OBERG MFG & FENCING |        |                  |                                              |                                    |           |
|       |                     | I-3329 | 405-49065-5500   | CAPITAL OUTLA ADDT'L BRACING FOR MMP FIELD 1 | 075689                             | 1,400.00  |
|       |                     |        |                  | FUND                                         | 405 PARK DEDICATION CAPITAL TOTAL: | 1,400.00  |
|       |                     |        |                  |                                              | REPORT GRAND TOTAL:                | 81,174.99 |

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: May 1, 2017

Title of Item: Land donation

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input checked="" type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| <b>Submitted by:</b><br>Tony Sailer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Department:</b><br>Parks and Recreation                                                                                                                                                                                                                                                                                                                                                           |
| <b>Presenter (Name &amp; Title):</b><br>Jim Thoreen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Estimated Time Needed:</b><br>5 minutes                                                                                                                                                                                                                                                                                                                                                           |
| <b>Summary of Issue:</b><br>An individual, who would like to remain anonymous, wishes to donate approximately 40 acres of property to the city. Much of the property abuts Rotary Park (see map; property outlined in blue). The Rotary Club, which has done a considerable amount of work at Rotary Park, has been informed of the potential donation and appears to be favorable to adding to the existing park. The property tax is \$490. The land would remain "natural," the same as Rotary Park so no future expenses are expended., and no maintenance of the park is expected. The Park Board forwarded its approval of the land donation to the City Council. |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>1. Reject the land donation<br>2. Approve the land donation and have it become an extension of Rotary Park. Leave it as a natural park.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b><br>Staff and the Park Board recommends accepting the donation of land.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Final Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Please Explain:                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                      |





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

Land to be Gifted

jmt

Date: 4/14/2017 Time: 11:17:29 AM







# Brainerd City Council Agenda Request

P&F  
#3  
Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Deferred Assessment for Pay Year 2018

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input checked="" type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                     | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| <b>Submitted by:</b><br>Connie Hillman                                                                                                                                                                                                                                                                          | <b>Department:</b><br>Finance                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Presenter (Name &amp; Title):</b><br>Finance Director Hillman                                                                                                                                                                                                                                                | <b>Estimated Time Needed:</b><br>5minutes                                                                                                                                                                                                                                                                                                                                                            |
| <b>Summary of Issue:</b><br>The following application was received for deferment of special assessment for pay year 2018. Staff has reviewed the application and has determined the applicant meets the criteria set forth in Resolution 54:16.                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b><br>The recommended action would be to approve the application for deferment of assessment for pay year 2018 for property code 091810090040009.                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u> |                                                                                                                                                                                                                                                                                                                                                                                                      |

**DEFERRED ASSESSMENTS  
CITY OF BRAINERD**

**APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO 06:05.**

TO: City Administrator/Clerk-Treasurer, City of Brainerd, Minnesota

|                                                                                                                                        |                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>NAME     Garry &amp; Alex Schwartz</p> <p>ADDRESS 1212 Maple St _</p> <p style="text-align: center;">Brainerd, MN 56401</p>         | <p>I am (check one)</p> <p><input type="checkbox"/> At least 65 years of age</p> <p><input checked="" type="checkbox"/> Retired by virtue of a total or permanent disability</p> <p><input checked="" type="checkbox"/> Financial hardship exists</p> |
| <p>R.E. CODE OF PROPERTY: _ 091810090040009 _</p> <p>LEGAL DESCRIPTION OF PROPERTY: Lot 4 Block 9, Sleepers Addition to Brainerd _</p> |                                                                                                                                                                                                                                                       |

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed \$300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed \$25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than \$110,000.

That my interest in the ownership of the above property was acquired on May 9, 1986, and is as follows (check one):

☐ Sole ownership

☒ Joint tenancy, held with Alex Schwartz (Deceased)

☐ Other (specify) \_\_\_\_\_

That on January 2, 2017, I owned and occupied the above property as my homestead and such occupancy began on June 1, 1986

That the taxes for improvements on the special assessments adopted by Resolution No. 50:16 on October 17, 2016, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2018. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed \_\_\_\_\_

Owner

I, James M. Thoreen, City Administrator/Clerk Treasurer of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of Garry & Alex Schwartz, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held \_\_\_\_\_, 20 \_\_\_\_, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal \$235.10 and interest, which is based on the unpaid principal balance payable in the year 2018 should be so deferred with interest at the annual rate of 4.25%, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: \_\_\_\_\_ 2017.

\_\_\_\_\_  
City Administrator/Clerk-Treasurer



# Brainerd City Council Agenda Request

Pd F  
# 4

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Capital Equipment Fund Review

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input checked="" type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                     | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input checked="" type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| Submitted by:<br>Connie Hillman                                                                                                                                                                                                                                                                                 | Department:<br>Finance                                                                                                                                                                                                                                                                                                                                                                                                 |
| Presenter (Name & Title):<br>Finance Director Hillman                                                                                                                                                                                                                                                           | Estimated Time Needed:<br>5minutes                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Summary of Issue:</b><br>Attached is a summary of the budget and actual as of March 31, 2017 for the Capital Fund (400).                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Informational, no action required.                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u> |                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Capital Equipment Budget (Fund 400)

|                                                                                 | 2017 Budget     | Actual as of<br>03/31/17 |
|---------------------------------------------------------------------------------|-----------------|--------------------------|
| <b>Revenues</b>                                                                 |                 |                          |
| Property Taxes                                                                  | 428,919         | 1,287                    |
| Special Assessments                                                             | -               | 28                       |
| Other Taxes                                                                     | -               | 6,557                    |
| Miscellaneous Revenue                                                           | -               | 1,250                    |
| <b>Total Revenues</b>                                                           | <b>428,919</b>  | <b>9,123</b>             |
| <b>Expenditures</b>                                                             |                 |                          |
| Capital **                                                                      | 450,100         | 80,903                   |
| <b>Total Expenditures</b>                                                       | <b>450,100</b>  | <b>80,903</b>            |
| <b>Other Sources (Uses)</b>                                                     |                 |                          |
| Bond Proceeds                                                                   | -               | -                        |
| Cost of Issuance                                                                | -               | -                        |
| Transfer In (Out)                                                               | -               | 5,862                    |
| Sale of Assets                                                                  | 10,000          | -                        |
| <b>Total Other Sources (Uses)</b>                                               | <b>10,000</b>   | <b>5,862</b>             |
| <b>Excess of Revenue Over (under) Expenditures<br/>and Other Sources (Uses)</b> | <b>(11,181)</b> | <b>(65,919)</b>          |



## 2017 Budgeted Capital Items

| Description                           | Budget            | Actual As of<br>03/31/17 |
|---------------------------------------|-------------------|--------------------------|
| <b>Engineering</b>                    |                   |                          |
| Total Station                         | \$ 40,600         | \$ 34,673                |
| <b>Planning</b>                       |                   |                          |
| Comprehensive Plan                    | 15,000            | 2,500                    |
| <b>IT/GIS</b>                         |                   |                          |
| Server Replacement                    | 14,000            | 6,338                    |
| ID Card Printer                       | 3,000             | 2,583                    |
| Laserfiche License Update             | 5,000             | -                        |
| <b>Total IT/GIS</b>                   | 22,000            | 8,921                    |
| <b>Inspections</b>                    |                   |                          |
| Mobile Tablets                        | 1,500             | -                        |
| <b>Administration</b>                 |                   |                          |
| Office Furniture                      | 5,000             | -                        |
| <b>City Hall</b>                      |                   |                          |
| HVAC                                  | 35,000            | -                        |
| Facility Study                        | 28,000            | -                        |
| <b>Total City Hall</b>                | 63,000            | -                        |
| <b>Police</b>                         |                   |                          |
| Leased Squad Build Up                 | 40,000            | 3,429                    |
| Body Camera or Video Upgrades         | 40,000            | -                        |
| <b>Total Police</b>                   | 80,000            | 3,429                    |
| <b>Fire</b>                           |                   |                          |
| Extrication Equipment                 | 20,000            | -                        |
| Civil Defense Tower                   | 20,000            | -                        |
| <b>Total Fire</b>                     | 40,000            | -                        |
| <b>Parks and Recreation</b>           |                   |                          |
| Field Groomer                         | 15,000            | -                        |
| Fountain                              | 55,000            | 30,653                   |
| <b>Total Parks and Recreation</b>     | 70,000            | 30,653                   |
| <b>Street and Sewer</b>               |                   |                          |
| Broom Tractor                         | 55,000            | -                        |
| Chipper                               | 58,000            | -                        |
| <b>Total Street and Sewer</b>         | 113,000           | -                        |
| <b>Miscellaneous</b>                  |                   |                          |
| Desk & Chair                          |                   | 727                      |
| <b>Total Miscellaneous</b>            | -                 | 727                      |
| <b>Total Capital Equipment Budget</b> | <b>\$ 450,100</b> | <b>\$ 80,903</b>         |

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

May 1, 2017  
6:45 P.M.  
City Council Chambers

1. Improvements 15-12 and 16-10 – Resolution Receiving Reports and Setting Public Hearing
2. Improvement 17-02 – Chip Seal Bids
3. 1898 Laurel Street Bridge Railing Request from Carl Faust
4. Snow Plowing Parking Restrictions
5. Petition for Vacation in Doran's Addition to the City of Brainerd – Set Public Hearing
6. Dellwood Drive Chip Sealing Cost Share – City of Baxter
7. Event/Street Closure Application – Eagles 4<sup>th</sup> of July Street Dance
8. Event/Street Closure Application – Memorial Day Parade
9. Authorization to Dispose of Excess Equipment
10. Stop Sign Request – N 9<sup>th</sup> Street and Juniper Street
11. Brainerd History Week Request – Use Downtown Street Signs and Light Poles to Display History Photos



# Brainerd City Council Agenda Request

SPW  
#1

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Improvement 15-12 and 16-10 Feasibility Reports and Resolution

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                             | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input checked="" type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| <b>Submitted by:</b><br>Paul Sandy, Assistant City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Department:</b><br>Engineering                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Presenter (Name &amp; Title):</b><br>Jeff Hulsether - City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Estimated Time Needed:</b><br>5 Minutes                                                                                                                                                                                                                                                                                                                                                           |
| <b>Summary of Issue:</b><br>Staff has prepared feasibility reports for the above listed improvements.                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>See attached reports and resolution.                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b><br>Staff would recommend adopting the attached resolution receiving the feasibility reports and calling for a public hearing on the proposed improvements to be held on June 5th, 2017                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ Estimated 940,000<br>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Please Explain: The costs are anticipated to come from the construction fund and are reimbursable through assessments and bonds and included as part of the 5 year CIP. |                                                                                                                                                                                                                                                                                                                                                                                                      |

**RESOLUTION**  
**NO. \_\_\_\_\_**

**RESOLUTION RECEIVING REPORT**  
**CALLING HEARING ON IMPROVEMENT**

WHEREAS, a report has been prepared by the City Engineer with reference to the improvement of the following described improvements:

**IMPROVEMENT 15-12**

Street Reconstruction

S. 6<sup>th</sup> Street East Frontage Road – CR 117 to Wright Street

**IMPROVEMENT 16-10**

Street Resurfacing

Williams Street – NW 5<sup>th</sup> Street to NW 4<sup>th</sup> Street

NW 5<sup>th</sup> Street – Washington Street to Williams Street

NW 3<sup>rd</sup> Street – James Street to Washington Street

James Street – NW 4<sup>th</sup> Street to NW 2<sup>nd</sup> Street and NW 6<sup>th</sup> Street to NW 8<sup>th</sup> Street

NW 8<sup>th</sup> Street – Charles Street to Washington Street

NW 7<sup>th</sup> Street – Charles Street to Washington Street

This report was received by the Council on the 1<sup>st</sup> day of May, 2017.

WHEREAS, the statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels (the "Impact of Assessments") has been made available at the hearing, all in accordance with law; and

WHEREAS, this City Council has heretofore discussed and made determinations about the Impact of Assessments:

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

1. The Council will consider the above-described improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statute Chapter 429 at an estimated total cost of \$562,000 for Improvement 16-10 and \$380,000 for Improvement 15-12.
2. A public hearing shall be held on such proposed improvement on the 5<sup>th</sup> day of June, 2017, in the Council Chambers of the Brainerd City Hall at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
DAVID J. PRITSCHET  
President of the Council

Approved this \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
EDWIN L. MENK  
Mayor

ATTEST: \_\_\_\_\_  
JAMES M. THOREEN  
City Administrator

April 24, 2017

Mayor Menk  
and Brainerd City Council Members



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

**RE: City Improvement 16-10 – NW Brainerd Resurfacing Project – 11 Blocks of resurfacing on Williams Street, James Street, NW 8<sup>th</sup> Street, NW 7<sup>th</sup> Street, NW 5<sup>th</sup> Street, and NW 3<sup>rd</sup> Street**

Dear Mayor Menk and City Council Members,

I am pleased to present this report for improvements to Williams Street, James Street, NW 8<sup>th</sup> Street, NW 7<sup>th</sup> Street, NW 5<sup>th</sup> Street, and NW 3<sup>rd</sup> Street. The following report will outline the numerous deficiencies in the current pavement section and will also propose remedies, costs, and assessment costs and methodologies for Council's consideration.

The majority of these streets in NW Brainerd were constructed between the years of 1964 and 1971 with the one outlier being NW 8<sup>th</sup> Street between Washington Street and James Street and James Street between NW 7<sup>th</sup> Street and NW 8<sup>th</sup> Street being constructed in 1985. The original construction on these streets consisted of generally between 4 - 5 inches of gravel base and 2 inches of bituminous with, again, the one outlier being the section described above consisting of 3 ½ inches of bituminous and 3" of gravel. All of the existing widths of the streets are between 40 – 44 feet from face to face of curb. The pavement ages are currently exceeding the 50 year mark in most cases, with the newest pavement approaching the 35 year old mark. Most of these streets have exceeded their design life expectancy, which can be seen through the numerous deficiencies listed below:

- Numerous potholes have developed that have been patched over the years. This is especially evident in the pavement section constructed in 1985.
- Numerous transverse and longitudinal thermal cracks have developed and are beginning to pothole.
- This being a heavy commercial area, the pavement sections do not meet 9 ton design standards.
- High maintenance costs consisting of pothole patching and crack sealing to extend the life of the pavement past its useful life.

Staff feels that resurfacing the proposed streets is the best option for repairing these deficiencies as the curb and gutter, in most cases, is in good condition. Staff analyzed two options for the resurfacing of the streets which included our standard 7 ton local street design standard and our heavy commercial 9 ton design standard. With the amount of heavy commercial traffic these streets are anticipated to encounter, and the low amount of residential housing in this area, staff feels that the 9 ton design would be the more acceptable standard to use on these streets. The construction would consist

of 5" of gravel base with 3 ½" of pavement in all cases. Spot repair of curbs and valley gutters, along with replacement of driveways, is also anticipated as part of this project.

The drainage improvements considered are the inclusion of new catch basin and storm manhole castings along with spot repairs to curbs and valley gutters. The curb on NW 3<sup>rd</sup> Street is planned to be completely replaced as part of this project, as this street still has the old "V" style curb and is considered to be in poor condition.

The total estimated cost to resurface these 11 blocks in NW Brainerd is \$562,000 including construction and engineering costs. The resurfacing of the streets is estimated to cost \$530,000, of which approximately \$142,000 is proposed to be assessed to benefitting abutting properties. Approximately \$47,000 worth of assessments are not being assessed due to the front footage abutting some of these streets are considered side-yards, in which City policy only assesses ½ of the front footage for properties where the side-yard abuts the street being resurfaced.

The storm sewer improvements proposed on the project are anticipated to be an estimated \$15,000 in construction and engineering. These costs are anticipated to be paid through the storm sewer fund. There is also approximately \$17,000 in sanitary sewer funds for casting replacements on current manhole structures which are anticipated to be paid through the sanitary sewer fund.

The project is feasible to construct and the improvements are necessary due to the condition of the existing roadway and the current deficiencies that exist with the pavement section. These streets would essentially finish the resurfacing or reconstruction of streets in the NW commercial district. Staff is proposing the let this contract as part of the reconstruction of the S 6<sup>th</sup> Street East Frontage Road (Improvement 15-12)

A preliminary assessment role has been prepared and staff is recommending that the Council adopt a resolution receiving this report and calling for a hearing to be held June 5, 2017

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul Sandy", with a stylized flourish at the end.

Paul G. Sandy, P.E.  
Assistant City Engineer

April 24, 2017

Mayor Menk  
and Brainerd City Council Members



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

**RE: City Improvement 15-12 South 6<sup>th</sup> Street East Frontage Road – County Road 117 to Wright Street Feasibility Report**

Dear Mayor Menk and City Council Members,

I am pleased to present this report for improvements to the South 6<sup>th</sup> Street East Frontage Road from County Road 117 (Industrial Park Road) to Wright Street. The following report will outline the numerous deficiencies in the current pavement section and storm sewer and will also propose remedies, costs, and assessment costs and methodologies for Council's consideration.

This portion of the S 6<sup>th</sup> Street East Frontage Road was originally constructed in 1980. The original construction consisted of a 24' wide bituminous street with 4" of aggregate base and 2" of bituminous pavement. The pavement is getting close to 40 years old on this section of street, which is what is expected for this type of pavement before a resurfacing or reconstruction is necessary. The street deficiencies can be seen below in the bulleted list:

- Numerous potholes have developed that have been patched over the years.
- The pavement is beginning to ravel in numerous locations, some of which have completely raveled through the pavement section and exposed the underlying gravel.
- The storm sewer is insufficient to current design standards.
- No curb and gutter.
- High maintenance costs consisting of pothole patching and crack sealing to extend the life of the pavement past its useful life.

There is no curb and gutter along this section of street, so staff is proposing the inclusion of curb and gutter and storm sewer to improve drainage within the street and also improve the drainage to abutting properties.

Staff researched two different options for width of the street. The two options considered were the standard residential street width of 32' wide bituminous (35' face to face) and a narrower width street typical of what we have on 28<sup>th</sup> Street SE (23' wide bituminous or 26' wide face to face of curb). Staff also considered two different pavement sections during design, which consisted of our standard 7 ton design standard or our heavy commercial design standard (9 ton).

With all options considered, staff feels it is most cost effective and reasonable to pave the street at the narrower 26 foot section with the inclusion of curb and gutter and use



the more modest 7 ton design standard. The nature of the traffic using this frontage road no longer requires neither the heavy commercial 9 ton design standard nor the width for turning movements needed for heavy commercial traffic.

The drainage improvements considered are the inclusion of catch basins, storm leads, and mainline storm sewer to get the rain run-off from the street and adjacent draining properties into the Wright Street storm sewer system.

The street is also being constructed to incorporate a sidewalk as part of the TAP funded sidewalk extension project currently planned to be constructed in 2019 as part of the City's federally funded sidewalk projects including the Safe Routes to School projects in NE Brainerd. Staff designed the street to get the rough grade for the sidewalk behind the curb along with including all of the curb cuts for the pedestrian ramps. This will allow the future project to install the sidewalk and curb ramps without removing any of the new curb as part of the project.

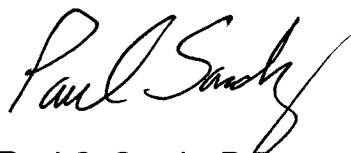
The total estimated cost to reconstruct this portion of the East Frontage Road is \$390,000 including construction and engineering costs. The reconstruction of the street is estimated to cost \$280,000, of which approximately \$88,000 is proposed to be assessed to benefitting abutting properties. Approximately \$96,000 worth of assessments are not being assessed due to the front footage being that abutting TH 371B (S 6<sup>th</sup> Street).

The storm sewer improvements proposed on the project are anticipated to be an estimated \$97,000 in construction and engineering. These costs are anticipated to be paid through the storm sewer fund. There is also approximately \$3,000 in sanitary sewer funds for casting replacements on current manhole structures which are anticipated to be paid through the sanitary sewer fund.

The project is feasible to construct and the improvements are necessary due to the condition of the existing roadway and the current deficiencies that exist with the pavement section and storm sewer system. Staff is proposing the let this contract as part of the resurfacing of the streets proposed in NW Brainerd (Improvement 16-10)

A preliminary assessment role has been prepared and staff is recommending that the Council adopt a resolution receiving this report and calling for a hearing to be held June 5, 2017

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul G. Sandy". The signature is fluid and cursive, with a large initial "P" and "S".

Paul G. Sandy, P.E.  
Assistant City Engineer

## **NOTICE OF HEARING ON IMPROVEMENT**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on June 5, 2017 to consider making the improvement as described below pursuant to Minnesota Statute Sections 429.011 to 429.111:

### **IMPROVEMENT 15-12**

Street Reconstruction – Grading, Aggregate Base, Bituminous, Storm Sewer, and Curb and Gutter

S 6<sup>th</sup> Street East Frontage Road – CR 117 to Wright Street

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

The estimated cost of such improvements is \$380,000.

### **IMPROVEMENT 16-10**

Street Resurfacing – Grading, Aggregate Base, Bituminous, Curb and Gutter

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

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

The estimated cost of such improvements is \$562,000.

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

Any individual needing special accommodations please call 828-2307.

Dated: May 2<sup>nd</sup>, 2017

---

Jim Thoreen  
City Administrator

Publish Brainerd Dispatch May 5<sup>th</sup>, 2017 and May 12<sup>th</sup>, 2017 (2 times)



# Brainerd City Council Agenda Request

SPW  
#2

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Improvement 17-02 Bids

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| <b>Submitted by:</b><br>Paul Sandy, Assistant City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Department:</b><br>Engineering                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Presenter (Name &amp; Title):</b><br>Jeff Hulsether - City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Estimated Time Needed:</b><br>5 Minutes                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Summary of Issue:</b><br>Pursuant the advertisement for bids, bids were received and opened for Improvement 17-02 - 2017 Chip Seal Project on March 21, 2017 at 10:00 AM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>In total, 3 bids were received as per the attached certified bid abstract. The lowest responsive and responsible bidder being Asphalt Preservation Company, Inc. at \$105,797.01 which was 26.09% under the engineer's estimate. Staff believe this is attributed to the low oil prices being seen at this time. Engineer's estimate was based on the prices that were seen last year. The other two bidders were Asphalt Surface Technologies Corporation and Allied Blacktop Company at \$106,332.21 and \$124,091.27 respectively which were 25.72% and 13.32% under engineer's estimate respectively. |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Staff would recommend accepting the low bid from Asphalt Preservation Company, Inc. at a contract cost of \$105,797.01 and authorize the proper signatures in the contract with Asphalt Preservation Company, Inc. Staff would also like authorization, because of the favorable bid costs, to add 28th Street SE and the streets around Garfield Elementary to the contract that were surfaced in 2014 and 2015. Staff anticipates that the total contract cost will be under the \$150,000 budgeted amount, but can report back once the quantities are known and calculated before the work commences.                         |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ Estimated 125,000<br>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No We typically budget for \$150,000 in chip sealing every year.<br><u>Please Explain:</u>                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                        |

**City of Brainerd  
Project Bid Abstract**

Project Name: **2017 CHIP SEAL PROJECT** Contract No.: **2017-3**  
 Client: **City Of Brainerd Engineering** Project No.: **17-02**  
 Bid Opening: **04/21/2017 10:00 AM** Owner: **City of Brainerd**

| Project: 17-02 - 2017 CHIP SEAL PROJECT |                                            |       |          | Engineers Estimate |              | Asphalt Preservation Company Inc. |              | Asphalt Surface Technologies Corp. |              | Allied Blacktop Company |              |
|-----------------------------------------|--------------------------------------------|-------|----------|--------------------|--------------|-----------------------------------|--------------|------------------------------------|--------------|-------------------------|--------------|
| Line No.                                | Item                                       | Units | Quantity | Unit Price         | Total Price  | Unit Price                        | Total Price  | Unit Price                         | Total Price  | Unit Price              | Total Price  |
| 1                                       | 2021.501 MOBILIZATION                      | LS    | 1        | \$5,000.00         | \$5,000.00   | \$7,000.00                        | \$7,000.00   | \$12,500.00                        | \$12,500.00  | \$5,000.00              | \$5,000.00   |
| 2                                       | 2355.502 BITUMINOUS MATERIAL FOR FOG SEAL  | GAL   | 8293     | \$3.25             | \$26,952.25  | \$0.72                            | \$5,970.96   | \$0.80                             | \$6,634.40   | \$1.90                  | \$15,756.70  |
| 3                                       | 2356.505 BITUMINOUS MATERIAL FOR SEAL COAT | GAL   | 24177    | \$2.25             | \$54,398.25  | \$1.69                            | \$40,859.13  | \$2.00                             | \$48,354.00  | \$0.99                  | \$23,935.23  |
| 4                                       | 2356.506 BITUMINOUS SEAL COAT              | S Y   | 69069    | \$0.75             | \$51,801.75  | \$0.68                            | \$46,966.92  | \$0.49                             | \$33,843.81  | \$0.86                  | \$59,399.34  |
| 5                                       | 2563.601 TRAFFIC CONTROL                   | LS    | 1        | \$5,000.00         | \$5,000.00   | \$5,000.00                        | \$5,000.00   | \$5,000.00                         | \$5,000.00   | \$20,000.00             | \$20,000.00  |
|                                         |                                            |       |          |                    |              |                                   |              |                                    |              |                         |              |
| Totals for Project 17-02                |                                            |       |          |                    | \$143,152.25 |                                   | \$105,797.01 |                                    | \$106,332.21 |                         | \$124,091.27 |
| % of Estimate for Project 17-02         |                                            |       |          |                    |              |                                   | -26.09%      |                                    | -25.72%      |                         | -13.32%      |

I hereby certify that this is an exact reproduction of bids received.

Certified By:  License No. 53635  
 Date: 4/24/17



# Brainerd City Council Agenda Request

SPW  
#3

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: 1898 Laurel Street Bridge Railing Request - Carl Faust

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| <b>Submitted by:</b><br>Paul Sandy, Assistant City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Department:</b><br>Engineering                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Presenter (Name &amp; Title):</b><br>Jeff Hulsether - City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Estimated Time Needed:</b><br>5 Minutes                                                                                                                                                                                                                                                                                                                                                           |
| <b>Summary of Issue:</b><br>Attached is a document created by Mr. Carl Faust outlining some conversations he has had regarding the old bridge railings from the Laurel Street bridge that was constructed in 1898.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Staff has met with Carl regarding the bridge railings. Carl has located a property where the owner has purchased 60 of the original 13 foot long steel lattice bridge railings and is using them as fence panels on his property. Carl expressed interest in obtaining the railings to the owner for use potentially as a memorial at the Laurel Street bridge by the fire department or the potential use of the railings for something to be incorporated in the riverwalk project. In return for obtaining 6 of the railings, the owner of the panels offered a trade for 1 of the 4 original bridge plaques that were mounted on the bridge when it was constructed, as seen in the attachment. The 4 original plaques are currently being stored at the street department. The restoration of the panels, as proposed from Carl, can be discussed at a later date once more is known what needs to be done in that regard. |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b><br>Staff would recommend authorizing the exchange for 4-6 of the original Laurel Street bridge panels for one of the original bridge plaques with Mr. Mike McMillion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                      |



**1898 Laurel St. Bridge railing and plaques project. This is copied from the 2016Q4 City of Brainerd Newsletter, in the box below:**

**Bringing history BACK:** Again, someone was browsing around in [Andy's Facebook page](#), and ran in a photo that had something in it that looked familiar. A few years back he bought over 60- 13' long steel lattice-weaved "fence panels". These were very heavy to the tune of 500# apiece, and had no welding, just rivets. He used them for livestock panels to contain his pigs, chickens, horses, goats and cattle. But these unusual panels looked like the same design as the bridge railings on a photo Andy posted about the 1898 Laurel St. Bridge. Well, one thing led to another and we went out to have a look, and sure enough, there was the upper side railings of the old bridge, still being used 118 years later! He has a few that are yet unused, so we got to thinking. Wouldn't it be fun to have some history actually come back home? But it gets better. We know the whereabouts of the 4 original 1898 cast iron plaques that were on the bridge when it was built. If it can be coordinated and financed, we'd like to have a panel or 2 brought back to the bridge location and a plaque re-mounted. Another 2 could be used in front of the CWCHS museum to frame out the soon to be restored old NPRR baggage cart. This project will take LOTS of legwork...hauling of the heavy panels, sandblasting and painting, installation and permissions to dig. But if accomplished, this will be a first in Brainerd, and we will be proud that we saved something for future generations.



**Can we do it?**

Find all Newsletters starting in October of 2013. History Corner is at the end of page.

<http://www.ci.brainerd.mn.us/Archive.aspx?AMID=38>

CWF, 10/17/2016

**4/14/2017:** That was back at the end of 2016. In April of 2017 I met with the city Planner & Engineers. They had since gotten those 4 1898 plaques out of that cubby hole in the basement of City Hall and out to the Street Dept. for safe-keeping. We are going to propose an exchange with Mike Mc Million whereas we give him one of the plaques, for at least 4 of the bridge railings. We MAY be able to get all 6 that he has lying in a pile not yet used as animal fencing. This needs to be the very first step, to get them out of his yard and in to our yard! If they need sandblasting and powder-coating, we have a generous offer of a discounted procedure from Gull Lake Sandblasting in Brainerd, the folks that did the 2 bike racks recently installed downtown. And, Mike will deliver the railings! The only ones I knew of prior to this discovery was the 6 at the end of Hawkins Drive, but they disappeared after the College Drive reconstruction, making this news too good to be true!



One or 2 railings could be used on the Laurel St. bridge, requiring only one plaque. Two railings flanking the luggage wagon in front of the CWCHS would require only one plaque, facing the street. If one plaque goes to Mike, that still leaves the city with one for future use or display. Please consider this exchange, and let's "bring 'em back home"! Here is what the plaques look like, hidden since 1978. To the right, ca. 1910 view of the plaque on the SW corner, above the small child's head. Lower photo; the plaques as seen at the Street Dept. (4 total)

-CWF, 4/14/2017



## Brainerd City Council Agenda Request

SPW  
#4

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Snow Plowing Parking Restrictions

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                                                                              | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input checked="" type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| Submitted by: <b>Jeff Hulsether</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Department: <b>Engineering</b>                                                                                                                                                                                                                                                                                                                                                                                 |
| Presenter (Name & Title): <b>Jeff Hulsether</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Estimated Time Needed: <b>10 minutes</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b><br>On March 20th, the Council held the second reading of an ordinance that would amend section 1315 of the City Code related to snow removal parking restrictions. Following discussion, the Council did not adopt the proposed Ordinance amendment and expressed an interest in re-visiting plowing methodologies.                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>From the discussions, staff would like to engage in some discussion about parking restrictions and enforcement in general as discussed in the attached memo. Regardless of plowing methodologies, parking restrictions and enforcement are going to be the determining factor in the quality and efficiency of the plowing operations, so the discussion we would like to have is whether or not we need to amend the ordinance at all and if we should just continue operating the way we have for the past several years. |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                |



# MEMO

TO: Safety and Public Works Committee

FROM: Jeff Hulsether

DATE: April 24, 2017

RE: City Code Section 1315, Parking Restrictions for Snow Removal

This item is back on the S&PW Committee agenda for further discussion of how the Council would like staff to proceed with this item. Based on the discussion at the March 20<sup>th</sup> meeting, there appeared to be some consternation over establishing, communicating and enforcing parking restrictions and a desire was expressed to explore alternative methods or plowing schedules that might be less onerous on the users of on street parking.

Before discussing alternatives in detail, staff thought that it might be better to start at the beginning to see if there is enough interest in changing the ordinance at all. As previously discussed, the intent with an ordinance amendment was to provide for a set of parking restrictions that facilitated a one-day city-wide plowing schedule.

The current ordinance provides for a two-day schedule which we could retain on the books and use during extreme conditions. Staff would still plow the entire city in a single day, which has been the practice for the past several years, but there would be no parking restrictions or "snow plowing event" announced for the plowing activity. The public would be informed that they should expect all streets to be plowed with all accumulations of over 2 inches of snow and their cooperation with moving their vehicle is requested. Enforcement, or removal of vehicles for snowbird cleanup, would only be for a violation of the 48 hour rule as was the practice this past winter, or a failure to move a vehicle when the block is individually posted for "no parking – snow removal".

Staff believes that the current practice is working better than the 2-day plowing scenarios by providing a better level of service to the public, it just doesn't provide the tools necessary for an efficient and thorough plowing and cleanup effort. At the meeting on the 20<sup>th</sup>, there was testimony by 2 landlords that stated that because of a lack of off street parking, their tenants would be inconvenienced by parking restrictions, which sounded like testimony in favor of keeping the practice as is. The reality is that sooner or later over the course of most winters, public safety is going to demand that we clean up after these vehicles and the owners are going to be inconvenienced by the operation.

If we want to consider going back to a 2-day plowing effort with either the old north-south/east-west concept or an odd/even concept, neither would be worth seriously considering without parking restrictions. Our experience tells us that parking restrictions without enforcement actions are generally ignored by the public, so unless we are prepared to establish and enforce parking restriction, we might be better off simply continuing the current practice and monitor the results for future considerations.

Given the above, staff still remains a strong advocate for parking restrictions that will improve the quality, efficiency, and timeliness of plowing operations to provide a more cost effective snow and ice control service for the users of our street system. The concerns expressed by the Council and the public appear to be more related to the basic concept of parking restrictions and enforcement than plowing methodology, so staff would like to restart the discussion at the restriction and enforcement level.



## Brainerd City Council Agenda Request

SPW  
#5

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Petition for Vacation in Dorans Addition - Set Public Hearing

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| <b>Submitted by:</b><br>Paul Sandy, Assistant City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Department:</b><br>Engineering                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Presenter (Name &amp; Title):</b><br>Jeff Hulsether - City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Estimated Time Needed:</b><br>5 Minutes                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Summary of Issue:</b><br>Staff has received a petition to vacate a portion of the O Street right-of-way lying east of 14th Avenue NE in Dorans Addition. The vacation abuts Rice Lake, which is considered a public water.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>According to MS 412.851 Vacation of Streets, if a proposed street vacation abuts a public water way, in which this case it does, written notice via certified mail must be served to the commissioner of natural resources at least 60 days before the public hearing. The commissioner will respond at least 15 days before the hearing as to the findings of the review pertaining to the proposed public benefits to do so, the present and potential use of the land for access to public waters, and how the vacation would impact conservation of natural resources. This is a lot longer process than a typical vacation, so staff is proposing to get the process started now and get the public hearing date set. |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Staff would recommend setting the public hearing date for the proposed vacation in Doran's Addition to the City of Brainerd per the attached petition, map, and description. The public hearing would be on July 17th, 2017 at 7:30 PM in the City Council Chambers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                        |

Date 4-12, 2017

To the City Council of Brainerd, Minnesota:

SEE ATTACHED

NAME \_\_\_\_\_

**ADDRESS**

LOT

BLOCK

### ADDITION

Darcy Harbott 1414 14<sup>th</sup> Avenue Brainerd min. lot 9 Doran's Additio

Parcel #: 091210000090009

218-839-7879

darcy@epiperformance.com

STATE OF MINNESOTA

}  
} ss

COUNTY OF CROW WING

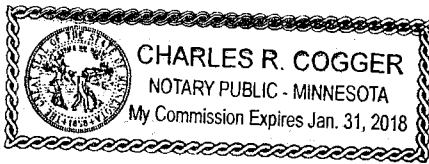
Darry D. Harbott, being duly sworn on oath, deposes and says that he/she is the property owner in regard to the above entitled petition; that he/she has read the foregoing petition which includes the signatures of abutting property owners and knows the contents and signatures thereof; and that the same 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.

Charles R. Cogger

Subscribed and sworn to before me

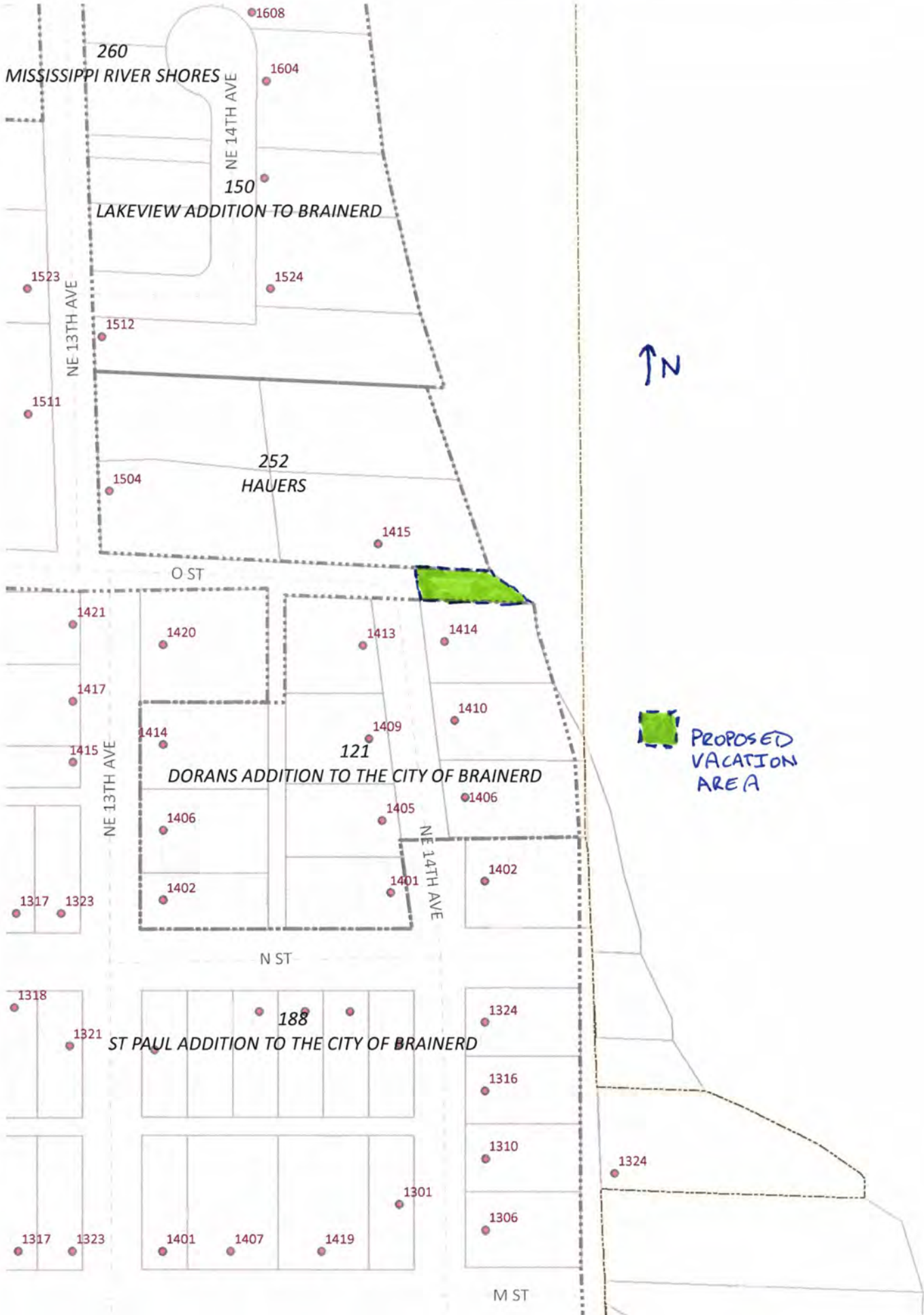
this 14<sup>th</sup> day of April, 2017.

Darry D. Harbott



**Legal Description for O Street Vacation, Doran's Addition to the City of Brainerd**

That part of the platted O Street right-of-way, Doran's Addition to the City of Brainerd lying easterly of the northerly projection of the westerly lot line of Lot 9, Doran's Addition to the City of Brainerd.





## 2016 Minnesota Statutes

[Authenticate](#)

Found 4 matches for Vacate street

### 412.851 VACATION OF STREETS.

The council may by resolution vacate any street, alley, public grounds, public way, or any part thereof, on its own motion or on petition of a majority of the owners of land abutting on the street, alley, public grounds, public way, or part thereof to be vacated. When there has been no petition, the resolution may be adopted only by a vote of four-fifths of all members of the council. No vacation shall be made unless it appears in the interest of the public to do so after a hearing preceded by two weeks' published and posted notice. The council shall cause written notice of the hearing to be mailed to each property owner affected by the proposed vacation at least ten days before the hearing. The notice must contain, at minimum, a copy of the petition or proposed resolution as well as the time, place, and date of the hearing. In addition, if the street, alley, public grounds, public way, or any part thereof terminates at, abuts upon, or is adjacent to any public water, written notice of the petition or proposed resolution must be served by certified mail upon the commissioner of natural resources at least 60 days before the hearing on the matter. The notice to the commissioner of natural resources does not create a right of intervention by the commissioner. At least 15 days prior to convening the hearing required under this section, the council or its designee must consult with the commissioner of natural resources to review the proposed vacation. The commissioner must evaluate:

- (1) the proposed vacation and the public benefits to do so;
- (2) the present and potential use of the land for access to public waters; and
- (3) how the vacation would impact conservation of natural resources.

The commissioner must advise the city council or its designee accordingly upon the evaluation. After a resolution of vacation is adopted, the clerk shall prepare a notice of completion of the proceedings which shall contain the name of the city, an identification of the vacation, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. The notice shall be presented to the county auditor who shall enter the same in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice shall then be recorded with the county recorder. Any failure to file the notice shall not invalidate any vacation proceedings.

**History:** 1949 c 119 s 102; 1953 c 735 s 12; 1957 c 383 s 1; 1967 c 289 s 15; 1969 c 9 s 85; 1973 c 123 art 2 s 1 subd 2; 1973 c 494 s 11; 1976 c 181 s 2; 1986 c 444; 1989 c 183 s 4; 1990 c 433 s 2; 2005 c 4 s 105; 2005 c 117 s 2

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## Brainerd City Council Agenda Request

SPW  
#6

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Cost Share - Dellwood Drive Chip Seal

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b><br>Paul Sandy, Assistant City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Department:</b><br>Engineering                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Presenter (Name &amp; Title):</b><br>Jeff Hulsether - City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Estimated Time Needed:</b><br>5 minutes                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Summary of Issue:</b><br>Half of Dellwood Drive from Wise Road to 1/4 mile south of Wise Road lies within City of Brainerd limits. The City of Baxter plans to chip seal the newly constructed Dellwood Drive this year as part of their chip sealing program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>The City of Baxter has approached us and asked if we would like to participate in the chip sealing of Dellwood Drive while their contractor, Asphalt Surface Technologies Corporation, is chip sealing their portion of street. This would make the most sense in staff's opinion, as the Contractor doing Baxter's work will already be doing the rest of Dellwood Drive. The City would be responsible for covering the cost of 1,320 feet (1/4 mile) for half the width of Dellwood Drive (18'). Total cost to do this work, as estimated by Baxter's Engineer, Bolton and Menk, is \$5,355.65 with the engineering and administration included in the estimated cost. |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Recommended Action/Motion:</b><br>Staff recommends authorizing staff to enter into an agreement to cover the City of Brainerd's cost for chip sealing Dellwood Drive at an estimated cost of \$5,355.65.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ <u>Estimated \$5,355.65</u><br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u> Cost would come out of construction fund. We typically budget \$150,000 in chip sealing every year. It is anticipated the City's chip seal program will be under budget for 2017.                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                |

**BOLTON  
& MENK**

Real People. Real Solutions.

7656 Design Road  
Suite 200  
Baxter, MN 56425-8676Ph: (218) 825-0684  
Fax: (218) 825-0685  
Bolton-Menk.com

## 2017 Sealcoat Project

**Date:** April 19, 2017  
**To:** Trevor Walter, PE – City Engineer/Public Works Director  
**From:** Bryan Drown, PE  
**Cc:**  
**Subject:** Dellwood Drive  
2017 Sealcoat Project  
Municipal Project Number 4851

Dellwood Drive from Novotny Road to CSAH #49 (Street Segment 737-090) is included in the 2017 City of Baxter Sealcoat project. The north quarter mile of this segment is located half in the City of Baxter and half in the City of Brainerd. The area to be seal coated in the City of Brainerd is 2,934 square yards which is half the street (1,320' x 18') and a right turn lane at the intersection with CSAH #49.

- Fog seal quantity is based on an application rate of 0.12 gallons/sq yd (diluted 50%)
- Seal coat quantity is based on an application rate of 0.33 gallons/sq yd.
- Attached is the bid abstract and striping cut sheet for Dellwood Drive.

Costs for the Brainerd portion based on the apparent low bid submitted by ASTECH, Inc. are:

| Item                                                     | Quantity | Unit   | Unit Price | Total Amount      |
|----------------------------------------------------------|----------|--------|------------|-------------------|
| Bituminous Material for Fog Seal (Street)                | 176      | Gallon | \$3.00     | \$528.00          |
| Bituminous Material for Seal Coat (Street)               | 968      | Gallon | \$2.25     | \$2,178.00        |
| Bituminous Seal Coat FA-2 (Class A, Grey Color) (Street) | 2,934    | Sq Yd  | \$0.52     | \$1,525.68        |
| 4" Solid Line White - Paint (P) (Street)                 | 220      | Lin Ft | \$0.06     | \$13.20           |
| 8" Solid Line White - Paint (P) (Street)                 | 1328     | Lin Ft | \$0.11     | \$146.08          |
| 4" Double Solid Line Yellow - Paint (P) (Street)         | 664      | Lin Ft | \$0.12     | \$79.68           |
| <b>Total Construction Cost:</b>                          |          |        |            | <b>\$4,470.64</b> |
| Legal, Administration, Advertising Cost (5%)             |          |        |            | \$223.53          |
| Project Engineering Cost (12%)                           |          |        |            | \$536.48          |
| Calculation of Brainerd project costs                    | 1        | Hour   | \$125.00   | \$125.00          |
| <b>Total City of Brainerd Cost:</b>                      |          |        |            | <b>\$5,355.65</b> |

# ABSTRACT OF BIDS

2017 SEALCOAT PROJECT - CITY IMPROVEMENT NO. 4851

CITY OF BAXTER, MINNESOTA

BMI PROJECT NO. B11.112836

Date: 4/6/2017

|                                   |                                                               |                |          | 1                   |              | 2                            |              | 3                                          |              |                                           |              |
|-----------------------------------|---------------------------------------------------------------|----------------|----------|---------------------|--------------|------------------------------|--------------|--------------------------------------------|--------------|-------------------------------------------|--------------|
| ITEM NO.                          | ITEM                                                          | APPROX. QUANT. | UNIT     | Engineer's Estimate |              | ASTECH Corp<br>St. Cloud, MN |              | Allied Blacktop Company<br>Maple Grove, MN |              | Asphalt Preservation<br>Detroit Lakes, MN |              |
|                                   |                                                               |                |          | UNIT PRICE          | AMOUNT       | UNIT PRICE                   | AMOUNT       | UNIT PRICE                                 | AMOUNT       | UNIT PRICE                                | AMOUNT       |
| BASE BID                          |                                                               |                |          |                     |              |                              |              |                                            |              |                                           |              |
| 1                                 | Mobilization                                                  | 1              | Lump Sum | \$10,000.00         | \$10,000.00  | \$20,000.00                  | \$20,000.00  | \$25,000.00                                | \$25,000.00  | \$25,000.00                               | \$25,000.00  |
| 2                                 | Bituminous Material for Fog Seal (Street)                     | 13868          | Gallon   | \$4.50              | \$62,406.00  | \$3.00                       | \$41,604.00  | \$4.14                                     | \$57,413.52  | \$1.80                                    | \$24,962.40  |
| 3                                 | Bituminous Material for Fog Seal (Trail)                      | 463            | Gallon   | \$4.50              | \$2,083.50   | \$3.00                       | \$1,389.00   | \$4.14                                     | \$1,916.82   | \$1.80                                    | \$833.40     |
| 4                                 | Bituminous Material for Seal Coat (Street)                    | 76275          | Gallon   | \$2.50              | \$190,687.50 | \$2.25                       | \$171,618.75 | \$0.50                                     | \$38,137.50  | \$1.86                                    | \$141,871.50 |
| 5                                 | Bituminous Material for Seal Coat (Trail)                     | 2315           | Gallon   | \$2.50              | \$5,787.50   | \$2.25                       | \$5,208.75   | \$0.50                                     | \$1,157.50   | \$1.86                                    | \$4,305.90   |
| 6                                 | Bituminous Seal Coat FA-2 (Class A, Grey Color) (Street)      | 231137         | Sq Yd    | \$0.50              | \$115,568.50 | \$0.52                       | \$120,191.24 | \$1.03                                     | \$238,071.11 | \$1.20                                    | \$277,364.40 |
| 7                                 | Bituminous Seal Coat FA-1 (Class A, Grey Color) (Trail)       | 11575          | Sq Yd    | \$0.50              | \$5,787.50   | \$1.00                       | \$11,575.00  | \$1.09                                     | \$12,616.75  | \$1.20                                    | \$13,890.00  |
| 8                                 | Pre-Application of Bituminous (Street)                        | 1              | Lump Sum | \$4,000.00          | \$4,000.00   | \$2,500.00                   | \$2,500.00   | \$5,000.00                                 | \$5,000.00   | \$5,000.00                                | \$5,000.00   |
| 9                                 | Traffic Control (Street)                                      | 1              | Lump Sum | \$7,500.00          | \$7,500.00   | \$5,000.00                   | \$5,000.00   | \$75,000.00                                | \$75,000.00  | \$3,900.00                                | \$3,900.00   |
| 10                                | Pavement Message - Paint (P) (Street)                         | 183            | Each     | \$100.00            | \$18,300.00  | \$29.00                      | \$5,307.00   | \$28.00                                    | \$5,124.00   | \$75.00                                   | \$13,725.00  |
| 11                                | 4" Solid Line White - Paint (P) (Street)                      | 17458          | Lin Ft   | \$0.10              | \$1,745.80   | \$0.06                       | \$1,047.48   | \$0.058                                    | \$1,012.56   | \$0.08                                    | \$1,396.64   |
| 12                                | 4" Broken Line White - Paint (P) (Street)                     | 1800           | Lin Ft   | \$0.10              | \$180.00     | \$0.06                       | \$108.00     | \$0.058                                    | \$104.40     | \$0.18                                    | \$324.00     |
| 13                                | 8" Solid Line White - Paint (P) (Street)                      | 25793          | Lin Ft   | \$0.25              | \$6,448.25   | \$0.11                       | \$2,837.23   | \$0.10                                     | \$2,579.30   | \$0.14                                    | \$3,611.02   |
| 14                                | 8" Solid Line White - Paint (Crosswalk) (P) (Street)          | 1227           | Lin Ft   | \$0.25              | \$306.75     | \$1.20                       | \$1,472.40   | \$1.15                                     | \$1,411.05   | \$1.20                                    | \$1,472.40   |
| 15                                | 4" Solid Line Yellow - Paint (P) (Street)                     | 9237           | Lin Ft   | \$0.10              | \$923.70     | \$0.06                       | \$554.22     | \$0.058                                    | \$535.75     | \$0.08                                    | \$738.96     |
| 16                                | 4" Broken Line Yellow - Paint (P) (Street)                    | 7050           | Lin Ft   | \$0.10              | \$705.00     | \$0.06                       | \$423.00     | \$0.058                                    | \$408.90     | \$0.08                                    | \$564.00     |
| 17                                | 4" Double Solid Line Yellow - Paint (P) (Street)              | 22313          | Lin Ft   | \$0.25              | \$5,578.25   | \$0.12                       | \$2,677.56   | \$0.116                                    | \$2,588.31   | \$0.16                                    | \$3,570.08   |
| 18                                | 24" Solid Line White (P) (Street)                             | 42             | Lin Ft   | \$7.00              | \$294.00     | \$5.25                       | \$220.50     | \$5.00                                     | \$210.00     | \$3.00                                    | \$126.00     |
| 19                                | 24" Solid Line Yellow (P) (Street)                            | 77             | Lin Ft   | \$7.00              | \$539.00     | \$5.25                       | \$404.25     | \$5.00                                     | \$385.00     | \$2.80                                    | \$215.60     |
| 20                                | Cross Walk White (P) (Street)                                 | 396            | Sq Ft    | \$4.00              | \$1,584.00   | \$2.10                       | \$831.60     | \$2.00                                     | \$792.00     | \$2.70                                    | \$1,069.20   |
| BASE BID TOTAL:                   |                                                               |                |          | \$440,425.25        |              | \$394,969.98                 |              | \$469,464.47                               |              | \$523,940.50                              |              |
| BID ALTERNATE 1                   |                                                               |                |          |                     |              |                              |              |                                            |              |                                           |              |
| 21                                | Bituminous Material for Fog Seal (PW Facility)                | 561            | Gallon   | \$10.00             | \$5,610.00   | \$3.00                       | \$1,683.00   | \$4.14                                     | \$2,322.54   | \$5.00                                    | \$2,805.00   |
| 22                                | Bituminous Material for Seal Coat (PW Facility)               | 3087           | Gallon   | \$4.00              | \$12,348.00  | \$2.25                       | \$6,945.75   | \$0.50                                     | \$1,543.50   | \$4.00                                    | \$12,348.00  |
| 23                                | Bituminous Seal Coat FA-2 (Class A, Grey Color) (PW Facility) | 9354           | Sq Yd    | \$4.00              | \$37,416.00  | \$1.00                       | \$9,354.00   | \$1.09                                     | \$10,195.86  | \$3.22                                    | \$30,119.88  |
| 24                                | Pavement Markings (PW Facility)                               | 1              | Lump Sum | \$2,000.73          | \$2,000.73   | \$1,100.00                   | \$1,100.00   | \$1,000.00                                 | \$1,000.00   | \$1,000.00                                | \$1,000.00   |
| BID ALTERNATE 1 TOTAL:            |                                                               |                |          | \$57,374.73         |              | \$19,082.75                  |              | \$15,061.90                                |              | \$46,272.88                               |              |
| BASE BID + BID ALTERNATE 1 TOTAL: |                                                               |                |          | \$497,799.98        |              | \$414,052.73                 |              | \$484,526.37                               |              | \$570,213.38                              |              |

Denotes value different than submitted bid

MATCH LINE

(1593') 4" SOLID  
DOUBLE YELLOW

(1593') 8" SOLID  
WHITE

(1659') 8" SOLID  
WHITE

(210') 8" DOTTED  
LINE - WHITE

250'

210'

175'

MATCH LINE



SCALE: 1"= 200'

(220') 4" SOLID  
LINE - WHITE

(1328') 4" SOLID  
DOUBLE YELLOW

(1328') 8" SOLID  
WHITE

(1328') 8" SOLID  
WHITE

220'

230'

MATCH LINE

| STRIPING ITEM           | QUAN.    | MARKING ITEM     | QUAN.  |
|-------------------------|----------|------------------|--------|
| 4" BROKEN LINE - WHITE  | 0 FT     | RIGHT ARROW      | 0 EACH |
| 8" SOLID LINE - WHITE   | 5,908 FT | LEFT ARROW       | 0 EACH |
| 4" SOLID LINE - WHITE   | 220 FT   | THRU ARROW       | 0 EACH |
| 4" SOLID LINE - YELLOW  | 0 FT     | RIGHT-THRU ARROW | 0 EACH |
| 4" DOUBLE LINE - YELLOW | 2,921 FT | LEFT-THRU ARROW  | 0 EACH |
| 8" DOTTED - WHITE       | 40 FT    | "ONLY" MARKING   | 0 EACH |

DELLWOOD DRIVE 6

STRIPING AND MARKING PLAN  
BAXTER, MINNESOTA



## Brainerd City Council Agenda Request

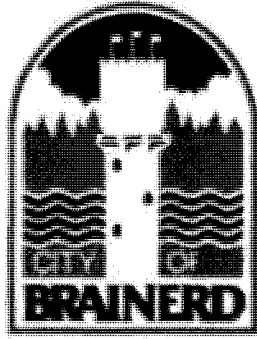
SPW  
#7

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Event/Street Closure Application - Eagles 4th of July Street Dance

|                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                           | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| <b>Submitted by:</b><br>Paul Sandy, Assistant City Engineer                                                                                                                                                                                                                                                                                                           | <b>Department:</b><br>Engineering                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Presenter (Name &amp; Title):</b><br>Jeff Hulsether - City Engineer                                                                                                                                                                                                                                                                                                | <b>Estimated Time Needed:</b><br>5 Minutes                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Summary of Issue:</b><br>A application for an event/street closure was received by staff from the Eagles Club for their annual 4th of July Street Dance.                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>The application has been passed around to all departments with all responses being recommendations for approval with conditions. Those conditions being they contact or work with neighboring properties on security at the event and orientation of the speakers during the event.                      |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Staff would recommend approving the event/street closure application for the Eagles Club 4th of July Street Dance, to take place July 4th, 2017 with event start at 11:00 AM and the event running to 5:00 PM based on the above conditions. The event will take place at the Eagles parking lot and on Front Street/2nd Street. |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                        |



## **Street Closure, Special Event And Festival Application**

### **Brainerd, Minnesota**

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

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

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

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

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

## PART I: GENERAL INFORMATION

Name of the event: 4<sup>th</sup> of July Street Dance

Date(s) of the event: 4<sup>th</sup> of July 2017

Time of event (setup to breakdown): 8:00 AM - 8:00 PM

Location: Between Front Street + Laurel St

Estimated number of attendees: \_\_\_\_\_

### Organizer Information

Organizer's name (Please print): Eagles arie 287

Organizer's address: 124 Front St

Event contact person: DAN WITT

Event contact daytime phone number: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) 218-820-8026

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

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

(h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

For Profit/Nonprofit status (type): Non Profit

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

Applicant name (Please print): \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant's telephone number (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

Event contact e-mail address: \_\_\_\_\_



### Description of Activities

Brief description of the activities planned during the event: music 11 Am  
to 5pm Beer Garden + Food

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

### Site Information

Electrical usage?

Yes ☒ No ☐

Describe the type of equipment to be used and how you intend to supply the power:

OWN

Amplified sound?

Yes ☒ No ☐

Description of any recording and sound amplification equipment to be used in your event and the times:

BAND Equipment

Restrooms provided?

Yes ☒ No ☐

How many? Inside Club  
A ratio of 1 restroom for every 100-150 people is recommended.

Company contracted for restrooms: \_\_\_\_\_

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

Sign, banners, and posters/flyers?

Yes ☐ No ☐

Locations and descriptions: on our property + Beer wagon

Trash Disposal?

Yes ☒ No ☐

Company contracted for trash disposal: \_\_\_\_\_

Event Layout and Street Site Map

Yes ☒ No ☐

Please provide a layout of the event showing booths, staging, amusements, food, etc. and also provide a street map or park map showing the borders of the event.



**Area Notification**

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

President will talk with Close Residents

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**PART II: STREET CLOSURE REQUEST**

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

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

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

map

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Time and date for beginning of street closures: 4<sup>th</sup> of July

Time and date for reopening of streets: 8 AM - 8 PM

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

will contact Home owners

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

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

will be able to walk sidewalks

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

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

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

#### Contact Information:

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

#### PART IV: HOLD HARMLESS AGREEMENT AND INSURANCE INFORMATION

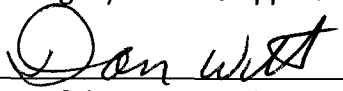
The applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

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

#### PART V: SIGNATURE OF EVENT APPLICANT

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

  
Signature of the Event Applicant

4/19/17  
Date submitted to the City

DAN WITT  
PRINT NAME

Eagles For 287  
Event Applicant Title

## PART VI: FOR OFFICIAL USE ONLY

### Departmental Sign-Offs Required

|                           | Approval Date/Initials | Comments                                                   |
|---------------------------|------------------------|------------------------------------------------------------|
| Brainerd Public Utilities | <u>4/19</u>            | <u>None</u>                                                |
| City Administration       | <u>4/19</u>            | <u>None</u>                                                |
| Engineering Depart.       | <u>4/19</u>            | <u><del>None</del> / Work w/ neighbors on Security and</u> |
| Fire Department           | <u>4/19</u>            | <u>None</u>                                                |
| Fire Support/EMS          | <u>4/19</u>            | <u>None</u>                                                |
| Parks and Recreation      | <u>4/19</u>            | <u>None</u>                                                |
| Planning Department       | <u>4/19</u>            | <u>None</u>                                                |
| Police Department         | <u>4/19</u>            | <u>None</u>                                                |

Speaker  
Orientation

### Certification of Street Closure Approval

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

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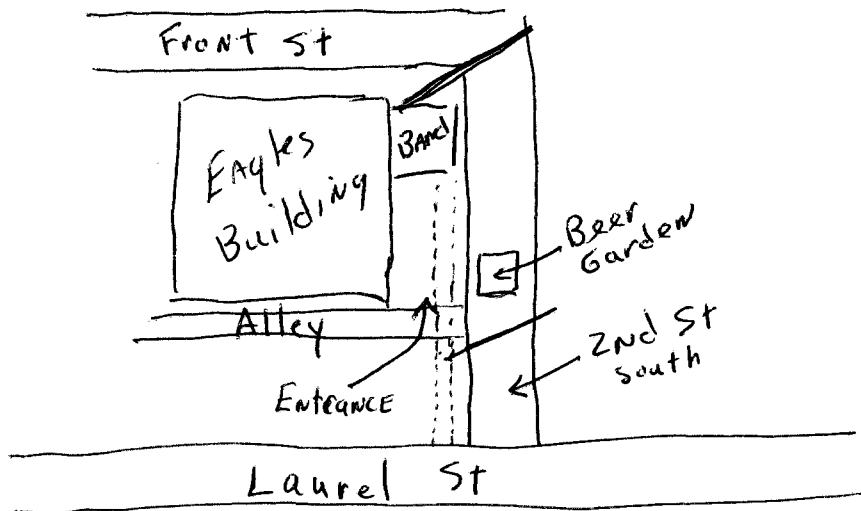
### Special Event/Festival Application and Permit Approval

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

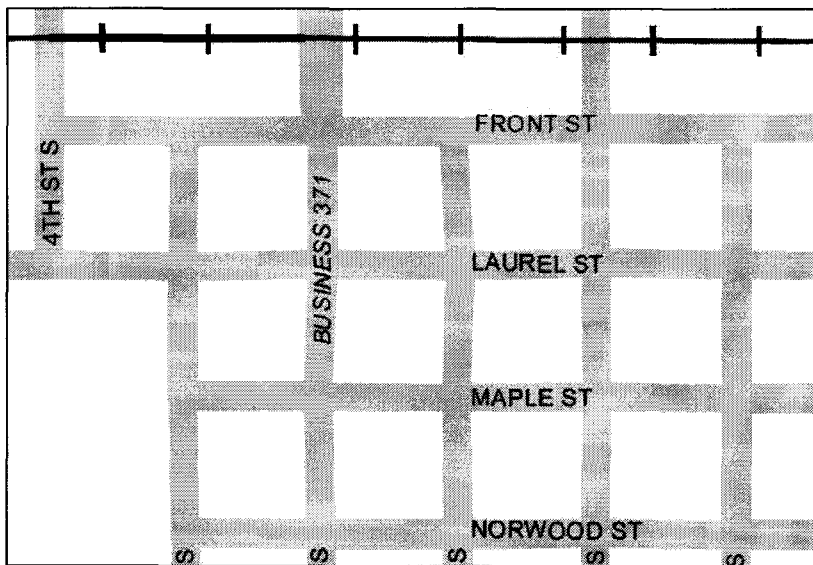
\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

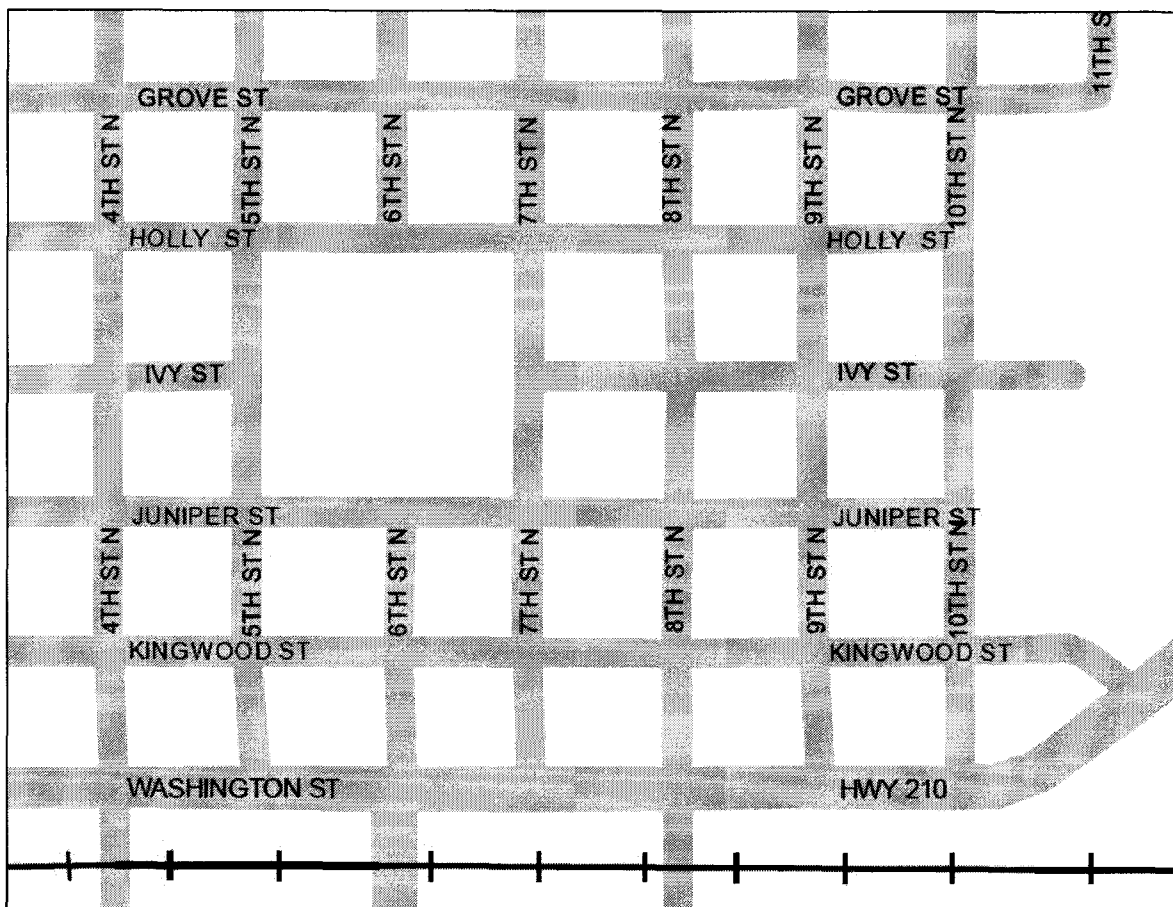
## Commonly Used Maps



## Historic Downtown



## Gregory Park





## Brainerd City Council Agenda Request

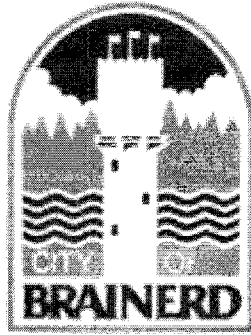
SPW  
#8

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Event/Street Closure Application - Memorial Day Parade

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                     | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| <b>Submitted by:</b><br>Paul Sandy, Assistant City Engineer                                                                                                                                                                                                                                                     | <b>Department:</b><br>Engineering                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Presenter (Name &amp; Title):</b><br>Jeff Hulsether - City Engineer                                                                                                                                                                                                                                          | <b>Estimated Time Needed:</b><br>5 Minutes                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Summary of Issue:</b><br>A application for an event/street closure was received by staff.                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>The application has been passed around to all departments with all responses being recommendations for approval.                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Staff would recommend approving the event/street closure application for the Memorial Day parade, to take place May 29th, 2017 with staging at 9:30 AM, parade to start at 10:00 AM.                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u> |                                                                                                                                                                                                                                                                                                                                                                                                                        |



## **Street Closure, Special Event And Festival Application**

### **Brainerd, Minnesota**

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

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

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

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



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

## PART I: GENERAL INFORMATION

Name of the event: Memorial Day Parade

Date(s) of the event: May 29th, 2017

Time of event (setup to breakdown): line up @ 930 parade starting @ 1000 ending at Evergreen Cemetery

Location: 1st Avenue to B' street North on 3rd Ave NE to Evergreen Cemetery at 0830 - Laurel Bridge for laying of the wreath

Estimated number of attendees: unknown

### Organizer Information

Organizer's name (Please print): Tan Memorial Day Committee

Organizer's address: UFW - Brainerd Mn.

Event contact person: Jan Lambert

Event contact daytime phone number: (h) 218 828 065 (w) \_\_\_\_\_ (c) 218 821-3364

Event contact persons e-mail address: JanLambertSmith@gmail.com

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

(h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) 218-821-3364 Jan Lambert

For Profit/Nonprofit status (type): non profit

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

Applicant name (Please print): Jan Lambert

Applicant address: 426 Tyrol Dr. Brainerd Mn 56401

Applicant's telephone number (h) As Above (w) \_\_\_\_\_ (c) \_\_\_\_\_

Event contact e-mail address: As Above

**RECEIVED**

APR 20 2017

CITY OF BRAINERD  
ADMINISTRATION

### Description of Activities

Brief description of the activities planned during the event: Memorial Day parade with about 13 units. Laying of the wreath at Laurel Street Bridge, all vet. memorial, armory and service held at Evergreen Cemetery

If a parade, please describe the proposed route with the assembly and dispersal locations and attach a map: staging at 1<sup>st</sup> AVE NE near "B" street, marching East on "B" street to 3<sup>rd</sup> AVE NE then proceeding north to Evergreen Cemetery where the program will be conducted

### Site Information

Electrical usage?

Yes ☐ No ☒

Describe the type of equipment to be used and how you intend to supply the power:

Amplified sound?

Yes ☒ No ☐

Description of any recording and sound amplification equipment to be used in your event and the times:

at the Laurel Street Bridge all Veterans memorial armory and evergreen cemetery.

Restrooms provided?

Yes ☐ No ☒ How many? \_\_\_\_\_

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

Company contracted for restrooms: \_\_\_\_\_

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

Sign, banners, and posters/flyers?

Yes ☐ No ☒

Locations and descriptions: \_\_\_\_\_

Trash Disposal?

Yes ☐ No ☒

Company contracted for trash disposal: \_\_\_\_\_

Event Layout and Street Site Map

Yes ☐ No ☒

Please provide a layout of the event showing booths, staging, amusements, food, etc. and also provide a street map or park map showing the borders of the event.

**Area Notification**

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

none

No parking signs around the route will be  
put up by ~~the~~ a member of the committee

**PART II: STREET CLOSURE REQUEST**

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

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

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

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

Time and date for beginning of street closures: \_\_\_\_\_

Time and date for reopening of streets: \_\_\_\_\_

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

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

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

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

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

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

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

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

#### Contact Information:

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

#### PART IV: HOLD HARMLESS AGREEMENT AND INSURANCE INFORMATION

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

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

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

#### PART V: SIGNATURE OF EVENT APPLICANT

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

Jan Lambert  
Signature of the Event Applicant

4-20-17  
Date submitted to the City

Jan Lambert  
PRINT NAME

Chair - Memorial day committee  
Event Applicant Title

## PART VI: FOR OFFICIAL USE ONLY

### Departmental Sign-Offs Required

|                           | Approval Date/Initials | Comments    |
|---------------------------|------------------------|-------------|
| Brainerd Public Utilities | <u>4/20/17</u>         | <u>None</u> |
| City Administration       | <u>4/20/17</u>         | <u>None</u> |
| Engineering Depart.       | <u>4/20/17</u>         | <u>None</u> |
| Fire Department           | <u>4/20/17</u>         | <u>None</u> |
| Fire Support/EMS          | <u>4/20/17</u>         | <u>None</u> |
| Parks and Recreation      | <u>4/20/17</u>         | <u>None</u> |
| Planning Department       | <u>4/20/17</u>         | <u>None</u> |
| Police Department         | <u>4/20/17</u>         | <u>None</u> |

### Certification of Street Closure Approval

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

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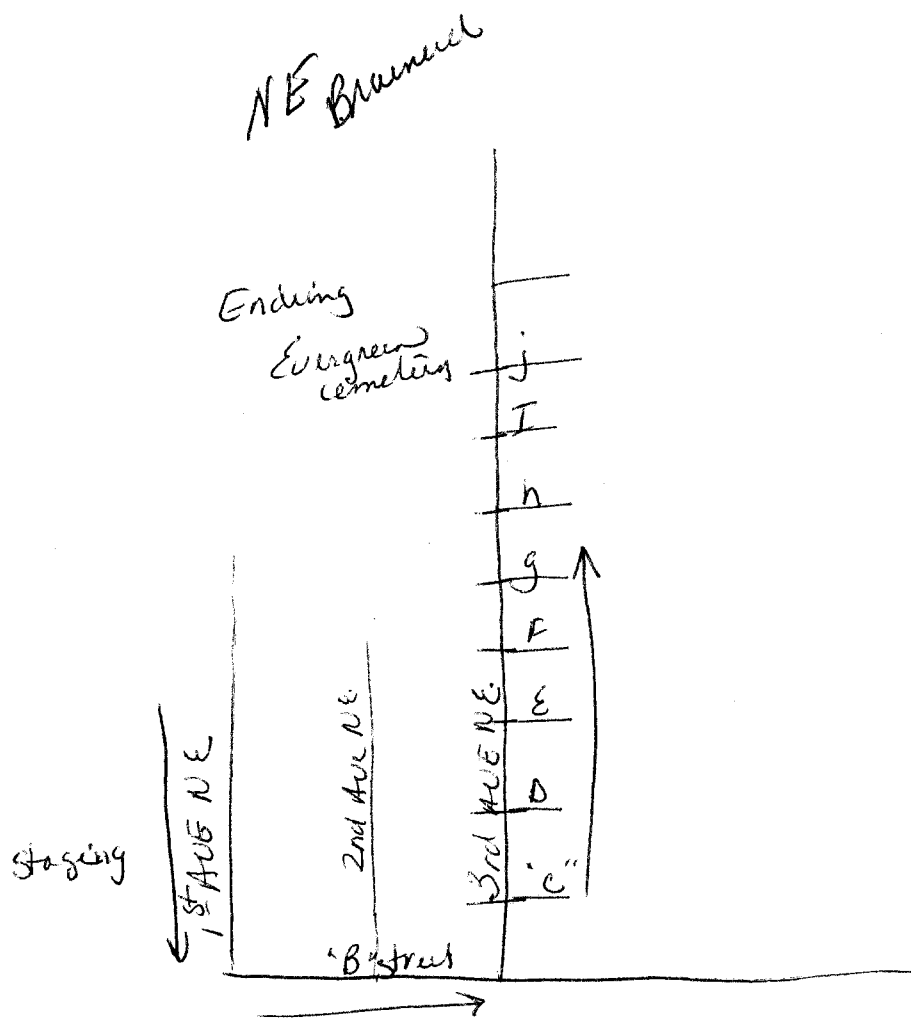
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### Special Event/Festival Application and Permit Approval

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

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

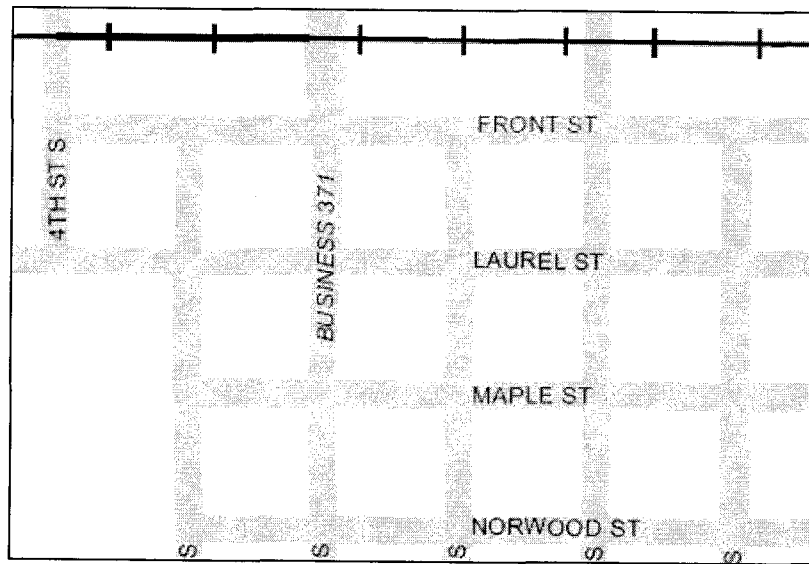
\_\_\_\_\_  
Date



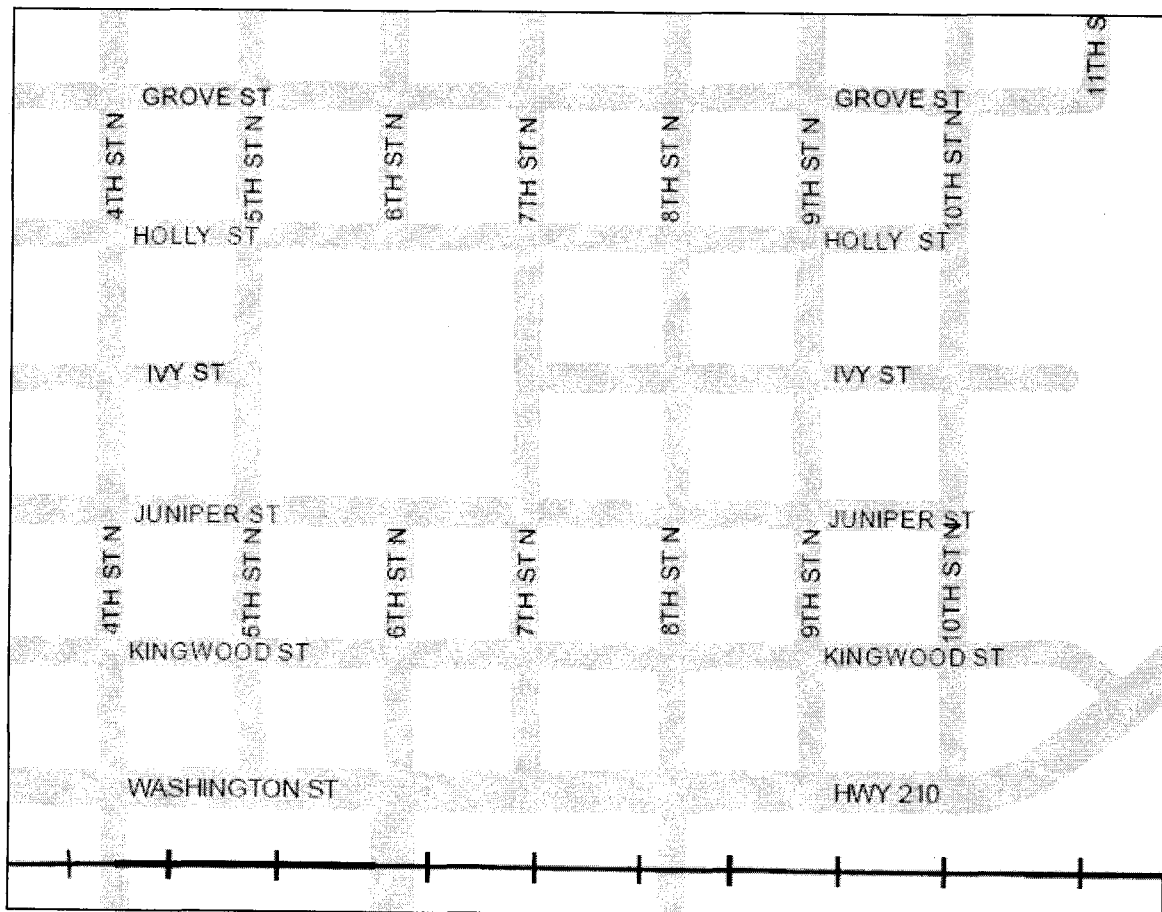
Memorial day parade  
route

also Laurel Street  
Bridge we will be  
holding a ceremony.

## Historic Downtown



## Gregory Park







## Brainerd City Council Agenda Request

SPW  
#9

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Authorization to Dispose of Excess Equipment

|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                             | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><small>*provide copy of published hearing notice</small> |
| <b>Submitted by:</b><br>Paul Sandy, Assistant City Engineer                                                                                                                                                                                                                                                                                                                                                                                             | <b>Department:</b><br>Engineering                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Presenter (Name &amp; Title):</b><br>Jeff Hulsether - City Engineer                                                                                                                                                                                                                                                                                                                                                                                  | <b>Estimated Time Needed:</b><br>5 Minutes                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Summary of Issue:</b><br>With the purchase of the new tractor/broom attachment/mower attachment, there is no longer a need to keep the old 1985 John Deere Tractor nor the broom/mower attachments.                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Staff is proposing to put the tractor and attachments on an online public auction website for public bidding.                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Authorize staff to advertise the tractor and attachments on an online public auction website and sell the equipment to the highest bidder.                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ <u>unknown</u><br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u> May be some fees for posting the equipment on a public auction website, but will likely come out of the sale of the equipment. |                                                                                                                                                                                                                                                                                                                                                                                                                        |



## Brainerd City Council Agenda Request

SPW  
#10

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Stop Sign Request - N 9th Street and Juniper Street

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input checked="" type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                            | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| <b>Submitted by:</b><br>Paul Sandy, Assistant City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Department:</b><br>Engineering                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Presenter (Name &amp; Title):</b><br>Jeff Hulsether - City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Estimated Time Needed:</b><br>10 Minutes                                                                                                                                                                                                                                                                                                                                                          |
| <b>Summary of Issue:</b><br>Attached is a letter addressed to the Safety and Public Works Committee regarding a request to install some sort of traffic control devices at the intersection of N 9th Street and Juniper Street. Also attached to this request is a letter sent to a parent from St. Francis School denying a stop sign request back in October of 2016 and in September of 2004. Also attached is some general information regarding evaluation of stop sign requests. |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>The intersection in question has some history with stop sign requests, as you can see from the attached letters.                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b><br>This request is more to judge the committee's interest in authorizing staff to re-evaluate this stop sign request from St. Francis or potentially look at other options that may fit this intersection.                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ <u>unknown</u><br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u> Staff time to look at the request and evaluate the criteria would be the costs involved in this request.                                                      |                                                                                                                                                                                                                                                                                                                                                                                                      |

**St. FRANCIS**  
of the Lakes Catholic School  
OUR CHILDREN. OUR FAITH. OUR FUTURE.

3/21/2017

Brainerd City Council  
501 Laurel Street  
Brainerd, MN 56401

To: Brainerd City Council, Public Safety and Works Committee.

We are writing to request the placement of some form of traffic control at the intersection of N 9th Street and Juniper Street. We have contacted the City Engineering Department in the past regarding this matter and the request has been declined.

We appreciate the work the engineering department does and the expertise they bring to bear in their decision-making. In an October letter to a concerned parent, Paul Sandy, P.E. cited three guidance points for incorporation of stop signs that are provided in Minnesota's Manual on Uniform Traffic Control Devices: amount of traffic, restricted view or site distance, and crash records.

While there is not a sustained presence of hi volume traffic at the intersection, there are hi volume traffic times. Regular times of increased traffic would include the school's morning-drop off and afternoon pick-up. The morning drop off time between 7:45-8:15 am can be especially busy on Mondays, Tuesdays, and Fridays as there is Mass at St. Francis Catholic Church at the same time as the buses and parents are dropping off kids at the school. On Wednesdays during the school year, all students and staff cross the intersection to attend a 9:00 am Mass as well.

This is the time that the second guidance point, that of restricted view/site distance is the most applicable, although it comes into play at other times as well. Parking can be harder to find and if the school parking lot is full, and people are parking on all 4 sides of the intersection, lines of site diminish considerably. This is obviously concerning when you have school children walking to school, school busses delivering students, public school students waiting at the corner for their bus, a relatively high volume of traffic, and citizens using crosswalks to attend their church.

The third guidance point that the state of Minnesota's Manual cites is that of crash records. This guidance indicates the installation of a stop sign with 3 crashes/year or 5 crashes/2-year period that are susceptible to correction. The intersection does not currently meet that threshold given the crash information in the city's database. However, there was another crash there in January and that will take time to be entered into the database. In addition, we are aware of at least one accident, involving a school bus and a mini-van, which took place in October of 2015 and was not in the accident list for the intersection. We have included pictures of this accident with this letter. Finally, we respectfully wish to note a double standard that we noticed in the reasoning provided for the decline of the request made in October of 2016. In a phone discussion with a member of the engineering department, it was noted that some studies have shown that if stop signs are installed, that often people speed up between stop signs or don't completely stop. Therefore, we were told, a

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stop sign would not necessarily solve our problem. We were also told that line of site issues should not be a problem because no cars should park within 20 feet of the crosswalk. Therefore, we were told, a stop sign should not be necessary to solve our problem. The reason for denial in the first instance is that people will not follow the law, so there is not a good reason for placing a traffic control device. In the second instance, the reason for denial was that people should follow the law and therefore there is not a good reason for placing a traffic control device.

We appreciate the good work and expertise provided by the City Engineering Department. But we must disagree with their conclusion in this matter and request reconsideration and a solution that can enhance the safety of our school community, the church community, the public-school children who wait at the intersection, and all who use the intersection.

Sincerely,

Deb Euteneuer, Principal  
and  
St. Francis School Board



10/12/2016

Mr. Luke Wehseler  
11902 Pepperridge Road  
Brainerd, MN 56401



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

**RE: Request for Stop Signs at Corner of N 9<sup>th</sup> Street and Juniper Street – St. Francis School**

Luke,

You recently approached me about the City of Brainerd's stop sign policy and what the requirements are for evaluating stop sign requests at certain intersections within the City, more specifically, the intersection of N 9<sup>th</sup> Street and Juniper Street in the direct vicinity of St. Francis School.

While the City does not have a specific stop sign policy in place, we analyze stop sign requests using existing data that has been collected and mapped by local law enforcement, MnDOT, and City Staff. I have listed some information below regarding crash histories, speed data, site distance and other pertinent information regarding placement of new stop signs at intersections.

**Crash History**

In total, there have been a total of 5 crashes at this intersection or in the near vicinity of the intersection since 2008. The details of each crash can be seen below:

- Jan 23<sup>rd</sup>, 2014 at 8:26 AM: Vehicle collided with parked motor vehicle while backing up. This accident most likely happened while a vehicle was backing into a parking space.
- Feb 3<sup>rd</sup>, 2014 at 1:49 PM: Right angle collision at four-way uncontrolled intersection on icy/snow packed surface.
- Jan 13<sup>th</sup>, 2010 at 3:49 AM: Non-specified crash type of two motor vehicles at a stop controlled intersection (it seems that this accident was mapped in the wrong location as it happened at a stop controlled intersection).
- December 29<sup>th</sup>, 2014 at 10:16 AM: Right angle collision at four-way uncontrolled intersection. Vehicle 1 was listed as distracted and failed to yield right-of-way to vehicle 2.
- October 26<sup>th</sup>, 2008 at 5:00 AM: Sideswipe crash with two vehicles headed in the same direction (possibly a vehicle pulling over to park and getting side-swiped or a parked vehicle).

Through analysis of the reported crash data, it seems the only crash that could be attributed to the uncontrolled intersection is the crash that happened in 2010, in which the crash occurred on a surface type that was less than ideal according to records.

Minnesota's Manual on Uniform Traffic Control Devices lays out 3 specific guidance points for incorporation of stop signs including the use of engineering judgement. This guidance includes ADT on the through street, restricted view or site distance, and crash records. The guidance on

ADT on through streets does not apply to this situation as N 9<sup>th</sup> Street does not see 6,000 vehicles per day. The guidance on crash records is such that 3 crashes/year or 5 crashes/2 year period are susceptible to correction by the installation of a stop sign. This intersection does not meet the guidance criteria for neither crashes nor ADT on the through street. I will get into the site distance guidance later in this letter.

### **Speed Limits**

Although no specific speed study has been done in this area with regards traffic traveling through the intersection, we have recently performed speed related data collection around Garfield Elementary, which is considered to be in a similar location of St. Francis School in regards to neighborhood type and traffic. Speeds were analyzed on each of the approaching streets around Garfield School in regards 30 mph speed limits and what the actual speed of travel is through the uncontrolled intersections around the school during pick-up/drop-off times. Through data collection using a LIDAR infrared speed gun, it was determined that actual speeds of travel through the school area and the uncontrolled intersections was less than the statutory 30 mph speed limits, more specifically in the range of 15 mph-20 mph. These speeds are typically what we see on our local streets. Traffic typically slows down to look in both directions when travelling through uncontrolled intersections, in the range of 5-10 mph.

### **Site Distance**

You had indicated that site distance at the intersection is a problem during pick-up and drop-off times between 7:45 AM – 8:15 AM and 2:35 PM – 3:00 PM. My interpretation of this intersection is that there are not any physical barriers to site distance such as trees, shrubs, or utility boxes. The greatest impedance to site distance, from what I have observed, is school buses parking too closely to the intersection itself. Section 1310 of the Brainerd City Code references parking regulations and how they pertain to crosswalks. Code prohibits parking motor vehicles within 20 feet of a crosswalk. The intersection in question has four crosswalks from each quadrant of the intersection, thus there should be no parking within twenty feet of each crosswalk. I anticipate that if this parking regulation was followed during pick-up and drop-off times, the site distance problem would be greatly reduced. Thus, the guidance for placement of stop signs in regards to site distance would not apply, as physical barriers to site distance would not exist at this intersection.

### **Conclusion**

There has been a lot of research done by the Local Road Research Board in regards to stop signs placed on local streets. The general perception is that stop signs placed at intersections reduce speed on the street and increase safety at the intersection itself. However, the basic premise of a stop sign is to assist with traffic control and control right-of-way, and studies have shown that stop signs are not effective in slowing traffic speeds and that stop signs can actually increase speeds between two consecutive stop signs.

We like to use the above criteria to preserve the expectation that all stop signs are important and should be treated as such. The information that we have analyzed in regards to this intersection indicates that a two way or four way stop at this intersection may actually increase

both speeds and crash rates at this intersection. We cannot not approve the request for placement of stop signs at this intersection at this time, but we will continue to monitor the crash frequency and speed in this area as it pertains to the safety of the uncontrolled intersection.

Please feel free to contact me 218-829-2309 if you have any other questions or concerns about this letter or other questions about our stop sign request analysis.

Sincerely,  
City of Brainerd

A handwritten signature in black ink, appearing to read "Paul Sandy". The signature is fluid and cursive, with the first name "Paul" and last name "Sandy" clearly distinguishable.

Paul Sandy, P.E.  
City of Brainerd Assistant Engineer

# MEMO

TO: Safety and Public Works Committee

FROM: Jeff Hulsether

DATE: September 16, 2004

RE: Stop Sign Request – N 9<sup>th</sup> & Juniper Streets

Attached is a letter from St. Francis School requesting a stop condition at 9<sup>th</sup> and Juniper along with a copy of the data base of crashes that have occurred on Juniper Street and 9<sup>th</sup> Street over the 5-year period of 1998 thru 2002. The crash data for 2003 is not yet available.

The data base shows that there have been 2 crashes at this intersection over the 5-year period. The two crashes were right angle crashes with a north bound vehicle being involved in both cases.

In reviewing an intersection for a stop sign request, staff looks at the crash history to determine if there is an unusually high crash rate with the crashes being of a nature that could be prevented by controlling the intersection. If there is a high crash rate that is potentially preventable the intersection is reviewed for physical characteristics or other factors that may impede visibility or distract drivers.

A high rate of crashes is generally considered to be a rate that approaches an average of 1 per year over a 5-year period for placement of a 2-way stop. This compares to 5 crashes in a 12-month period as standard guidance within the Minnesota Manual of Uniform Traffic Control Devices for warranting the placement of a 4-way stop.

Based on the crash history, good visibility at the cross street approaches, the existing advance warning and cross walk signage, and a relatively low traffic volume except for certain school hours, staff is recommending that the stop signs not be installed. With the intersection being uncontrolled and the majority of drivers being familiar with the intersection, it appears as if drivers are taking extra precaution proceeding through the intersection thus the low crash rate. If one of the streets has a stop condition there is a danger of traffic speeds increasing on the other street or drivers on the through street being less alert and cautious with an expectation that the cross traffic will stop. While everyone naturally assumes that the placement of a stop sign will improve safety, studies have shown that crash rates can and have increased when stop signs are placed where there is not a correctable problem.



## **STOP SIGN REQUEST EVALUATION CRITERIA**

There are some general misconceptions about the appropriate use of stop signs for both speed control and intersection safety. This subject has been researched extensively by the industry and much of that researched is used to evaluate traffic control requests.

Deciding whether or not to install stop signs is really a balancing act where we try to weigh the risks versus the benefits. Please keep in mind that the industry has transitioned from the use of the word accident to the use of the term crash, because there is nothing accidental about these events. The fact is that 2-vehicle crashes at intersections are caused by driver error in that one of the drivers failed to yield the right-of-way to the other driver typically due to distraction, inattentiveness, impairment, or being in a hurry and just driving unsafely.

We should probably start by explaining the general purpose of various traffic control devices and their risks and benefits.

The assignment of right of way at un-controlled intersections is something that every driver should know. The law requires that we yield to the vehicle that enters the intersection first, or when two vehicles approach at the same time from 90 degrees, the vehicle on the left is suppose to yield to the vehicle on the right. On local residential neighborhood streets, the drivers perceived to be speeding and driving unsafely are usually the residents of the neighborhood, and they are fully aware of what traffic control is located along their route. Someone that is unfamiliar with a neighborhood tends to drive slower and more cautiously not knowing what to expect. Studies have shown that the benefits of uncontrolled intersections on low volume neighborhood roads is slower speeds, both mid block and at intersections, generally believed to be because drivers realize they need to drive more cautiously. When there are crashes, they tend to be low severity property damage only. We have an example of safe uncontrolled intersections in Northeast Brainerd north of H Street and between 2<sup>nd</sup> Avenue and Mill Avenue. In this area, 16 of the 20 4-way intersections are uncontrolled. The only 2-way stops are stopping cross traffic on 4<sup>th</sup> Avenue NE, which is considered a collector street and provides for mobility on the collector street. The crash rate in this area of northeast is remarkably low. We occasionally go a couple years without a crash in this area and when there is one, they tend to be low severity and very randomly located. The risks of uncontrolled intersections, as with any other intersection and traffic control type, is that if a driver for one reason or another fails to yield the right-of-way when they are required to by traffic law, they can cause a crash.

2-Way stops such as we have on 4<sup>th</sup> Avenue NE are meant to establish right of way for collector streets to provide mobility. Examples of such streets in North Brainerd would be 4<sup>th</sup> and 8<sup>th</sup> Streets, Bluff Avenue and Kingwood Street. These are the streets that commuter traffic such as trips to and from northeast, should be taking. The 2-way creates a condition of balanced risk where drivers should be able to drive through a neighborhood with relative safety and little delay at or near the statutory speed limit of 30 MPH. A 2-way stop can also be beneficial in cases where there is not sufficient visibility to determine if it is safe to proceed into an intersection when simply slowing down. The benefits of the 2-way are primarily mobility. The risks of a 2-way are that speeds on the through street tend to be maintained through the intersection. If a driver with a stop condition fails to yield the right of way and causes a crash, the crashes tend to be more severe due to the speed, often resulting in bodily injury.

4-Way stops should only be used where 2 collector streets intersect and where the traffic volumes on the major street are such that there are limited gaps affecting access and creating delays on the minor street. The benefits of a 4-way or all-way stops are that they provide safe access to a major collector street. The risk associated with 4-way stops is similar that of 2-way stops in that drivers who use the route often develop an expectation that if there is cross traffic, it will stop and they sometimes fail to look and use caution. 4-way stops along with signalized intersections are the scenes of some of our most severe crashes in terms of property damage and bodily injury, again, because a driver failed to yield the right of way.

There have been numerous studies performed on the affects of intersection control from both speed and safety perspectives. In general, it has been documented that when 2 and 4-way stops are used on low volume non-collector neighborhood streets, mid block speeds can increase by 3 to 5 mph, as if drivers are trying to make up the time that they lost slowing down for the stop sign and in these situations, slowing down is typically what people do. Statistics show that we can expect about a 20% compliance with the stop sign in these situations while about 60% are roll-throughs going between 1 and 5 miles per hour and about 20% blow the stop sign in excess of 5 MPH. The compliance shows that the driving public develops a general disregard for stop signs that they perceive to be unwarranted or nuisance signs. Excessive use of stop signs in unwarranted situations tends to breed additional disregard for the sign as a traffic control devise.

There have also been many efforts to try to document to what extent the placement of stop signs reduces low volume neighborhood street traffic crashes. Since these types of crashes tend to be very random in terms of location, time, and frequency it is not possible to predict when and where they may occur, so it is difficult to draw a comparison. It is not unusual for an uncontrolled intersection to be crash free for years, then suddenly have 2 or 3 crashes in one year, and then return to being crash free. In general, studies investigating long term comparisons of pre-traffic control and post traffic control crash rates have not been able to document any reduction in traffic crashes resulting from the additional traffic control.

Living in Minnesota, the land of 5-month winters, snow and ice control at intersections is a major concern. You may have noticed that when there is wet snow on the streets, drivers approaching stop signs tend to lock their breaks and slide up to the sign and then spin their tires to get going again. This repeated action causes the intersection and the approaches to get very icy and slippery, much more slippery than an uncontrolled intersection without the stopping and starting. There is only so much the city can do to get the streets plowed and sanded and when the temperatures are sub zero, chemicals no longer work on ice. The point is that slippery intersections are often a contributing factor to a crash because a driver was travelling at an excessive speed for the conditions and unable to stop, and sometimes the slippery condition is caused by the traffic control sign thought to be improving safety.

Over the years, stop signs have been requested and installed to address traffic concerns, mostly perceived concerns that no longer exist. Examples in North Brainerd are the stop signs on the east side of Gregory Park. Many of those signs are remnants from long gone traffic concerns such as Wittier School and Franklin Jr. High. Past experiences have been that it is much easier to put up a stop sign than it is to take one down, but now that those traffic generators are no longer there we do need to start revisiting whether or not those controls serve any purpose.

Other miscellaneous issues to consider with evaluating the placement of stop signs include additional noise from vehicles while accelerating or playing loud music, increased air pollution from reducing engine efficiency while accelerating, and increased community fuel consumption which ranges from 1/10<sup>th</sup> to 1/20<sup>th</sup> of a gallon per vehicle stop depending on type of vehicle to accelerate back to cruising speed. Stopping a street with 1,000 vehicles per day will cause an increased consumption of over 50 gallons of gas per day. This may not seem like much but on an annual basis at \$3.69 per gallon, that equates to over \$67,000.00 coming out of the pockets of our residents.

Often, stop signs can get to be a very emotional issue and people are absolutely convinced that there is an eminent danger of a tragic incident at an intersection and that the placement of 2 and ultimately 4-way stop signs will prevent that from happening. The statistics and evidence shows the opposite, that there is not an eminent danger of a tragic incident and that placement of the signs may not reduce the risk of a crash and will not guarantee that an incident does not occur. The same emotional argument can be made for every intersection in town and as we add stop signs and don't take any down, we get closer to having all way stops at every intersection.

The placement of stop signs is not a cost issue. For about \$20,000 we can buy and install enough stop signs to have all way stops at every intersection. We just need to ask ourselves if that would really make Brainerd a better place to live.



# Brainerd City Council Agenda Request

SPW  
#11

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Brainerd History Week Request – Use Downtown Street Signs and Light Poles to Display History Photos

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Submitted by:</b><br>Mark Ostgarden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Department:</b><br>Planning                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Presenter (Name &amp; Title):</b><br>Same                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Estimated Time Needed:</b><br>5-10 Minutes                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Summary of Issue:</b><br>Attached is a letter from Library Director Jolene Bradley describing the request. Following is a summary of the requests: <ul style="list-style-type: none"><li>• Use street signs and light poles to hang the signs with zip ties.</li><li>• Request use of the City of Brainerd's logo on the signs.</li><li>• Would the City like the signs removed after Brainerd History Week?</li></ul>                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>If approved, the Planning Department recommends showing the logo on the photos is a good way to demonstrate project support. It is suggested that the signs be encouraged to be displayed as long as possible. They can add to the July 4th festivities, Streetfest and other activities. This is a unique, inexpensive way to generate interest in Downtown.<br><br>The Engineering Department has reviewed the request and sees no problems with using street signs and light poles to display the photographs. |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Recommended Action/Motion:</b><br>Motion by _____, second by _____, to permit using Downtown street signs and lights to display history photos, using the city logo and encourages the signs to remain up as long as possible.                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                        |

# BRAINERD THEN & NOW

## Downtown Brainerd Historical Photographic Tour

Thursday, April 27, 2017:

Dear City Council Members,

The Brainerd Public Library has a long tradition of working with the Crow Wing County Historical Society and other local historians to help collect and celebrate Brainerd History and encourage genealogy research. During our recent historical photograph scanning project we found historical street scenes of Brainerd's downtown that we would like to share with the public.

Our proposal is to create weather proof signs of the historical street scenes and hang them in the same location that the image was taken. This would allow the individual viewing the image to compare Brainerd then and now. It is amazing just how many of our downtown's historical buildings remain. Here is an example of our proposed signs that would be made out of corrugated plastic and be 12 inches by 12 inches in size:





The QR Code would take individuals to the Crow Wing County Historical Site that would show them a map of where all of the signs are located and give a brief description of the picture.

Anyone walking on the street will be able to envision an earlier Brainerd in that location. We have chosen images where similar landmarks can be found for quick comparisons. We are proposing that the signs could be attached to permanent structures with zip ties. We would like permission to use street signs and light poles to hang the signs. We would be happy to comply with any regulations.



We would also create a brochure describing the project and the locations of the signs for the public to be able to find all of the locations. We haven't finalized all of the signs but we are anticipating 30-40 signs spread out from 5<sup>th</sup> Street to 8<sup>th</sup> Street and on Front Street and Laurel Street. We will monitor the condition of the signs regularly and we hope to have duplicate signs in case any are damaged.



We would like to debut the project at the start of Brainerd History Week. The signs could be taken down after that week or be left for a longer period of time. The signs could then be reused for any community project in the future as well.

The project will be paid for with funding from the Arts and Cultural Heritage Funds. No funding is being requested from the city.

Summary of our requests:

- Could we use street signs and light poles to hang the signs with zip ties?
- Would it be appropriate to use the City of Brainerd's logo on the sign?
- Would the city like us to remove the signs after Brainerd History Week?

If you have any questions please contact the Brainerd Public Library Manager, Jolene Bradley at 218-829-5574 or by emailing [bradleyj@krls.org](mailto:bradleyj@krls.org)



# Brainerd City Council Agenda Request

8A

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Paperless Packets and Council Devices

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input checked="" type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                               | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b><br>Shawn Strong                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Department:</b><br>IT/GIS                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Presenter (Name &amp; Title):</b><br>Shawn Strong, IT/GIS Coord                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Estimated Time Needed:</b><br>15 minutes                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Summary of Issue:</b><br>Discuss process of moving to paperless packets. Staff changes, software options, printing costs, and other factors favor a switch to a paperless packet. Council and staff will need a device in order to be able to eliminate paper. Options for Council include BYOD (Bring Your Own Device) or purchasing tablets or laptops. Staff will also need devices which can be part of the computer replacement process this coming winter or sooner. Device will be available for demonstration. |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Option 1: Change nothing, keep paper packet<br>Option 2: Same packet process but scan and email instead of print, need devices<br>Option 3: Determine devices and plan move to Agenda Center and an improved work flow                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Recommended Action/Motion:</b><br>Choose an option and direct action                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____<br><u>Please Explain:</u>                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                |

## MEMO

TO: City Council

FROM: IT/GIS Coordinator, Shawn Strong

DATE: May 1, 2017

RE: Paperless Council Packet and Council Devices

Staff is recommending that the City Council move towards a paperless meeting packet in order to save limited resources - specifically time and money. An estimated 80,000 pages are printed each year for council packets which could be replaced with a paperless packet on a device that is then capable of allowing other improvements and efficiencies.

When the new Administrative Specialist is ready to take over packet creation there is the opportunity to start using the Agenda Center module included with our current website. Besides paperless, Agenda Center has some useful functions including allowing staff to submit their own packet items leaving only the finishing touches to Admin staff.

During the first year with the new Admin copier 233,612 prints were made, roughly 1/3 was for packets. Packet printing costs are around \$1,500/yr before accounting for all the staff time compiling and delivering.

### Device Options

| Device                       | Type   | Screen | OS     | Price | Total (x9) |
|------------------------------|--------|--------|--------|-------|------------|
| Bring Your Own Device (BYOD) | ?      | ?      | ?      | \$0   | \$0        |
| Microsoft Surface 4          | tablet | 12.3   | Win10  | \$863 | \$7,767    |
| Apple iPad Pro               | tablet | 12.9   | iOS 10 | \$790 | \$7,110    |
| Dell Latitude 3570           | laptop | 15.6   | Win10  | \$530 | \$4,770    |
| Hp Chromebook                | laptop | 14     | Chrome | \$250 | \$2,250    |

7 Council, 1 Mayor, 1 City Admin

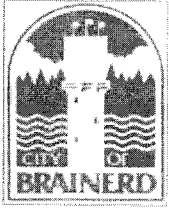
Prices do not include accessories (screen protectors, cases, styluses, etc)

Some devices may benefit from Office365 which is \$94/yr

### Timeframe:

Council devices could be ordered at any time, Staff device would be Jan 2018 unless we choose to order before other replacements. Training of new staff with Agenda Center would begin in May/June. Could begin printing few packets within months, and entirely as soon as all affected staff have portably devices.





# Brainerd City Council Agenda Request

9A

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Update report from the Fire Department

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input checked="" type="checkbox"/> MAIN AGENDA                                                                          | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><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                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Summary of Issue:</b><br>At the March City Council meeting, Alderman Bevins requested an update report for the Fire Department. A progress report will be presented at the Council meeting.                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recommended Action/Motion:</b><br>Information only.                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u> |                                                                                                                                                                                                                                                                                                                                                                                                     |



# Brainerd City Council Agenda Request

9B

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Consideration of Request for 3 Bridges Trail Grant

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input checked="" type="checkbox"/> MAIN AGENDA                                                                                                                                                                                                                                                                                          | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input checked="" type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| Submitted by:<br><b>Jim Thoreen</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Department:<br><b>Administration</b>                                                                                                                                                                                                                                                                                                                                                                           |
| Presenter (Name & Title):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Estimated Time Needed:<br><b>5 minutes</b>                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Summary of Issue:</b><br>The Council received a briefing from the Riverfront Committee last Monday, during which the Committee informed the Council that a request for application for LCCMR will be brought forward for this meeting.                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Several options for the Council:<br>1. Agree to the request and proceed to request \$1 million from LCCMR for more design of the trail<br>2. Take no action on the request at this time and consider later; this option will not meet submission deadlines<br>3. Request that the Riverfront Committee withdraw the plan for the trail; request that other options for development along the Mississippi be considered for future Council consideration |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                |



# Brainerd City Council Agenda Request

9c

Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Resolution to Support Regulatory Reform Legislation

|                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input checked="" type="checkbox"/> MAIN AGENDA                                                                                                                                                                                | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input checked="" type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading |
| Submitted by:<br>Jim Thoreen                                                                                                                                                                                                                                                                                                                                                                               | Department:<br>Administration                                                                                                                                                                                                                                                                                                                                                                        |
| Presenter (Name & Title):                                                                                                                                                                                                                                                                                                                                                                                  | Estimated Time Needed:<br>5 minutes                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Summary of Issue:</b><br>As members of the Coalition of Greater Minnesota Cities we receive requests for action to support bills which align with CGMC policies and will serve the best interests of the citizens of Brainerd. The attached resolution pertains to long-needed regulatory reform. The attachments from CGMC delves into the details of the bills.                                       |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>The essential portions of this legislation and benefit upon passage: cities will be granted additional time to consider impacts of MPCA regulations; the bill will tamper the long-arm of state government through the MPCA for purposes of affected regulations; costs of regulations now born by cities may be assumed by a state function. |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Action/Motion:</b><br>Adoption of the resolution. Please note that Sen. Ruud is the author of a Senate File now made part of the Omnibus bill. Rep. Heintzeman is a lead member of the Conference Committee.                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u>                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                      |

**RESOLUTION NO. \_\_\_\_**

**SUPPORTING PASSAGE OF REGULATORY REFORM  
PROVISIONS IN SF723/HF888 TO ASSIST CITIES AND  
THE STATE TO IMPLEMENT COST-EFFECTIVE AND  
SCIENCE-BASED REGULATIONS**

**WHEREAS**, the 2017 Omnibus Environmental and Natural Resources Appropriations and Policy Bill (SF 723/HF 888) is now under consideration by the Joint Conference Committee; and,

**WHEREAS**, the citizens of Brainerd will be well served upon adoption of the following three regulatory reform provisions:

- A. The Permit and Comment period extension for cities will provide local leaders with adequate time to consider impacts of MPCA regulations and analyze the costs/benefits of such regulations;
- B. Cities across Minnesota experience MPCA overreach to impose restrictions which are far more stringent than adopted during the water-quality rulemaking process; this bill will strengthen the prohibition against un-adopted rules and will require MPCA to follow rulemaking procedures;
- C. Cities currently have no cost-effective way to engage an independent review of the development and implementation of MPCA's science regarding public infrastructure; this legislation will allow local government units (LGU's) to request of the Office of Administrative Hearings (OAH) the convening of an independent expert peer group to review MPCA rules. Such a panel will be independent of the MPCA and the petitioning LGU; and,

**WHEREAS**, strengthening local controls within the context of affordable processes will provide better consideration of projects by citizen-elected and appointed officials for the betterment of the entire State of Minnesota;

**NOW THEREFORE BE IT RESOLVED** that the City Council of Brainerd supports passage of these far-reaching, impactful provisions contained in SF723/HF888; the Administrator will forward this resolution to the bills' authors, the City's legislative delegation and the Joint Conference Committee members.



## CGMC 2017 Legislative Priorities

| Priority                                                                                                                                                                                            | Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Restore LGA to 2002 funding level</b>                                                                                                                                                         | \$45.5M increase in base funding by FY 2020 (CY 2019)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>2. Economic Development</b> <ul style="list-style-type: none"> <li>a. Greater Minnesota Business Development Public Infrastructure Grant Program (BDPI)</li> <li>b. Workforce housing</li> </ul> | <ul style="list-style-type: none"> <li>a. At least \$15M in state bonding and \$2M per year in general fund dollars</li> <li>b. Workforce housing tax credit <ul style="list-style-type: none"> <li>→ \$45M over six years</li> <li>→ No limitation based on resident's income</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>3. Environment</b> <ul style="list-style-type: none"> <li>a. Funding for clean water infrastructure</li> <li>b. Regulatory reform</li> </ul>                                                     | <ul style="list-style-type: none"> <li>a. \$167M in state bonding to fund clean water grant and loan programs <ul style="list-style-type: none"> <li>→ \$62M to the Point Source Implementation Grant (PSIG) Program</li> <li>→ \$80M to the Wastewater Infrastructure Funding (WIF) Program</li> <li>→ \$25M to state matching funds for USEPA Capitalization Grants</li> </ul> </li> <li>b. Reform the regulatory process to promote agency transparency and sound decision-making <ul style="list-style-type: none"> <li>→ Reform timing of permit process to allow more input from local governments</li> <li>→ Restrict MPCA from implementing rules that have not gone through the established rulemaking process</li> <li>→ Strengthen the current standard used by courts to review MPCA decisions</li> </ul> </li> </ul> |
| <b>4. Transportation</b> <ul style="list-style-type: none"> <li>a. Corridors of Commerce</li> <li>b. City streets</li> </ul>                                                                        | <ul style="list-style-type: none"> <li>a. At least \$350M for Corridors of Commerce <ul style="list-style-type: none"> <li>→ \$300M in trunk highway bonding, which is within the existing capacity</li> <li>→ \$50M per year from any budget surplus (after the amount required to go in the reserve fund)</li> </ul> </li> <li>b. At least \$25M per year for streets in cities under 5,000 in population and at least \$25M per year for cities over 5,000 in population</li> </ul>                                                                                                                                                                                                                                                                                                                                            |



# Coalition of Greater Minnesota Cities

## Environmental Regulation Reform Priorities in SF 723/HF 888

### 1. Permit and Comment Period Extension (SF 672 Ruud/HF 766 Swedzinski)

- Provision provides city leaders, especially in smaller cities where city councils meet less frequently, the time they need to analyze and make decisions about MPCA requirements that could have multi-million dollar effects on their communities.
- City leaders raised this issue during fall 2016 listening sessions. After no changes were proposed, a letter was sent to the MPCA commissioner in December 2016. After no response was received, this legislation was drafted and introduced. It was amended to address initial concerns raised by the MPCA.
- Requires that the MPCA provide cities draft permits 30 days before public comment period begins and extends comment period by an additional 30 days. (*Identical language R70: House 90.26/Senate 83.6*)
- Extends comment period for impaired waters from 30 days to 60 days. (*Identical language R66: H87.5/S82.30*)
- Allows a contested case petition challenging the inclusion of a water body on the impaired waters list. (*Identical language R66: H87.7/S83.1*)

#### Objections and Response

- MPCA argues additional days for commenting on permits impede its 150-day permitting goal.
  - *Cities, especially small ones, need more time for comment so that city leaders can get involved and make important decisions.*
  - *Many cities have waited 1-2 years or more for expired permits to be re-issued. If government agencies are allowed lengthy time periods, it's only fair to allow cities this small request.*
- MPCA claims that allowing contested case challenges delays the public's ability to know what's on the impaired waters list.
  - *The public can see what is on the draft impaired waters list so their knowledge is not impeded. If there is a scientific basis for challenging something on the list, it is in the public's best interest to consider that challenge.*

### 2. Strengthening the Prohibition against Unadopted Rules (SF 695 Newman/HF 702 O'Driscoll)

- The MPCA is using interpretative statements and similar documents to impose restrictions that are far more stringent than adopted during the water-quality rulemaking process.
- Requires that if the MPCA is going to enforce a policy or similar document as if it was a rule (under the statutory definition of rules), the MPCA must follow rulemaking procedures. (*Similar language. Senate preferred. R83: S117.18*)
- If a policy or similar document meets the statutory definition of a rule and is challenged, the commissioner must overcome a presumption against unadopted rules. (*Similar language. Senate preferred. R83: S117.18*)
- If the MPCA incorporates a policy by reference into a rule or statute, it needs to go through rulemaking if it makes changes to that policy. (*Similar language. Senate preferred. R83: S117.26*)

#### Objections and Response

- The MPCA argues that this change would not allow it to issue guidance documents that help permittees understand the rules and to respond to emerging technologies.

## **Coalition of Greater Minnesota Cities**

### **Environmental Regulation Reform Priorities in SF 723/HF 888**

- *This claim is not true. The MPCA could still issue guidance documents. This change would mean the MPCA could no longer get around the due process protections provided in the rulemaking process by mislabeling a rule as something else, such as a "guidance document."*
  - *Without the protections of the rulemaking process, cities, counties and others could face costly environmental regulations that have not been properly vetted.*
  - The MPCA claims it does not rely on unadopted rules.
    - *42 cities in the Minnesota River Basin have raised concerns because MPCA is using a policy document to impose regulations that are potentially six times more restrictive than the law allows.*
- 

#### **3. Independent Review of Scientific Basis for Agency Decisions (SF 695 Newman /HF 702 O'Driscoll)**

- There is no cost-effective way for cities to have an independent review of the development and implementation of MPCA's science. When hundreds of millions of dollars will be spent on public infrastructure, it is reasonable to allow an outside review to provide a second opinion.
- Allows local governments units (LGU) to request the Office of Administrative Hearings (OAH) to convene an independent expert peer review of MPCA rules or the implementation of those rules via water-related permits. *(Similar language. Senate preferred. R109.32).*
- Ensures that the review panel is independent of MPCA and petitioning LGU. *(Similar language. Senate preferred. R83: S110.14)*
- Requires OAH to independently examine the MPCA's administrative record to ensure that it demonstrates that MPCA's water quality science is sound and based on peer-reviewed science. *(Similar language. Senate preferred. R67: S109.6)*

#### **Objections and Response**

- MPCA claims the petition and independent scientific review process will increase its budget.
  - *Because only LGUs, who also have limited resources, can bring a petition, there will not be an explosion of challenges. Moreover, the MPCA could prevent these challenges by responding earlier in the process when challenges are raised.*
- MPCA argues that the review process is duplicative and will increase litigation.
  - *The independent scientific process is not duplicative. Currently, there are no procedures allowing for an independent, outside look at whether the MPCA's water quality regulations are scientifically sound in design and implementation. Because the review happens on the front-end prior to litigation, it will incentivize settlement of disputes.*
- MPCA argues that the independent examination overturns long-standing deference to agency decision making.
  - *When agency regulations can lead to expensive upgrades that may hamper economic growth and may fail to address the claimed environmental harms, cities deserve a second opinion. This change simply requires OAH to independently examine the administrative record and the findings of the independent review panel to ensure that MPCA's proposed action in a water-related permit is reasonable and scientifically sound.*



# Brainerd City Council Agenda Request

13A  
Agenda Item #

Requested Meeting Date: May 1, 2017

Title of Item: Accept Planning Commission Member Resignation - Robert Turner

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input checked="" type="checkbox"/> MAIN AGENDA                                                                                     | <b>Action Requested:</b><br><input checked="" type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b><br>Mark Ostgarden                                                                                                                                                                                                                                                                          | <b>Department:</b><br>Planning                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Presenter (Name &amp; Title):</b><br>Same                                                                                                                                                                                                                                                                    | <b>Estimated Time Needed:</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Summary of Issue:</b><br>Robert Turner has resigned from the Planning Commission. For health reasons he will probably miss several meetings in a row and he has also spread himself too thin. He has enjoyed the expertise and felt bad about doing so, but thinks it's the right decision.                  |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br>Attached is an e-mail from Mr. Turner.                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Recommended Action/Motion:</b><br>Accept with regrets.                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Financial Impact:</b><br>Is there a cost associated with this request: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, with tax and shipping \$ _____<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><u>Please Explain:</u> |                                                                                                                                                                                                                                                                                                                                                                                                                |



## Mark Ostgarden

---

**From:** fscbob13 <fscbob13@yahoo.com>  
**Sent:** Wednesday, April 26, 2017 1:08 PM  
**To:** Mark Ostgarden  
**Subject:** RE: FW: Resignation

Mark, I must resign my seat on the planning committee for reasons I explained to you in person. Thank you.

Sent from my T-Mobile 4G LTE Device

----- Original message -----

**From:** Mark Ostgarden <[mostgarden@ci.brainerd.mn.us](mailto:mostgarden@ci.brainerd.mn.us)>  
**Date:** 4/26/2017 11:05 AM (GMT-06:00)  
**To:** Bob Turner <[fscbob13@yahoo.com](mailto:fscbob13@yahoo.com)>  
**Subject:** FW: Resignation

---

**From:** Mark Ostgarden  
**Sent:** Wednesday, April 26, 2017 11:05 AM  
**To:** 'fscbob@yahoo.com'  
**Subject:** Resignation

Hi Bob. Could I get you to send me an e-mail that states you are resigning?

Thanks.

***Mark Ostgarden*** AICP

City Planner

501 Laurel Street

Brainerd, MN 56401

218-828-2309