

CITY COUNCIL AGENDA

Brainerd, Minnesota

May 15, 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

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 of the Minutes (See Attachment)

1. Regular Meeting held on May 1, 2017
2. Recruitment and Retention Workshop held on May 8, 2017

B. Approval of Licenses – (See Attachment)

1. Contractor's Licenses - 3 New and 6 - Renewals

C. Department Activity Reports – (See Attachments)

1. Police Chief
2. Finance Director

D. Temporary On-Sale Liquor License Application – Submitted by The Crossing Arts Alliance for an Event to be held on June 2, 2017 at the

Franklin Arts Center Room 114, 1001 Kingwood Street, Brainerd – Approval of

- E. Extension of Premises – Submitted by Brainerd American Legion for an Event to be held on May 29, 2017 at 708 Front Street side lot, Brainerd – Approval of**
- F. Extension of Premises – Submitted by Steven Shepherd for an Event to be held on August 25th and August 26th of 2017 at Shep's on 6th, 315 S 6th Street, Brainerd – Approval of**
- G. Minnesota Lawful Gambling – Adopt a Resolution Authorizing the American Legion Post 255 to Conduct Off-Site Gambling on July 4th, 2017 at the Brainerd High School Sports Field, 702 S 5th Street, Brainerd – Approval of**
- H. Minnesota Lawful Gambling – Adopt a Resolution Authorizing the American Legion Post 255 to Conduct Off-Site Gambling on June 8th through June 10th, 2017 at the NP Event Center 210 Blacksmith Circle, Brainerd – Approval of**

6. Council Committee Reports

A. Personnel and Finance Committee Report

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

Contractor	IMP #	Project	Amount	Total Retained
Tom's Backhoe	14-15	Airport Util Ext	\$46,971	\$1,453

2. Out of State Travel Request for Training

- A. Police Officer Tim Friis**
- B. Police Administrative Supervisor Julie McCullogh**

3. Council Chambers Audio Enhancements

4. Revised Technology Use Policy With Attorney Revisions

5. Settlement Agreement for IBEW Grievance 2017-1

6. Discussion of Workforce Potential Changes (per 5/8/17 workshop)

7. PTO Study Committee Update

B. Safety and Public Works Committee Report

- 1. Crack Sealing Quotes**
- 2. Event/Street Closure Application – Brainerd High School Triathlon**
- 3. Event/Street Closure Application – American Celebration 4th of July**
- 4. Snow Plow Parking Restriction – Discussion**
- 5. 2017 Transit Bus Purchase Resolution**
- 6. Improvement 14-15 Change Order 7 - Trees**

7. Unfinished Business

A. Legislative Update

B. Call for Applicants – Informational:
(Application Information at www.ci.brainerd.mn.us/boards/)

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

Charter Commission – 1 term (Expire 2020)

Transportation Advisory Committee – 1 term (Expire 2018)

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

Airport Commission – 1 term (Expire 2019)

Planning Commission – 1 term (Expire 2018)

8. New Business

- A. 1st Reading of Request to Extend Hours of Operation at the Northern Pacific Center for Transient Food Unit District**
- B. Joint Meeting with the City of Baxter**
- C. Discussion of Notification to Citizens**

9. Planning Commission

- A. Sober House Report - Recommendation**

- 10. Public Forum: Time allocated for citizens to bring matters not on the agenda to the attention of the Council – Time limits may be imposed.**
- 11. Staff Reports** (Verbal: Any Updates since Packet)
- 12. Council Member Reports**
- 13. Committee Recommendations – Recommended by Mayor Menk**
 - A. Cable TV Advisory Committee – Mr. Vladimir Zivkovic**
- 14. Adjourn**

NOTE: Safety and Public Works Committee will meet at 7:00 p.m.
Personnel and Finance 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**

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

Brainerd, MN
May 1, 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 Vice-President Hilgart.

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

Council Vice-President Hilgart opened the meeting with the Pledge of Allegiance to the Flag.

Council Vice-President Hilgart welcomed Scout Troop #75 to the council meeting. The troop was present to observe the civic process.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO ADD A TEMPORARY ON-SALE LIQUOR LICENSE SUBMITTED BY THE VFW POST 1647 FOR AN EVENT TO BE HELD MAY 20, 2017 AT THE BRAINERD NATIONAL GUARD ARMORY TO THE CONSENT AGENDA.

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

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

A. Approval of the Minutes of the Regular Meeting held on April 17, 2017 and the Riverfront Workshop Held on April 24, 2017 – Approved

B. Approval of Licenses – Approved

1. Contractor's Licenses – 1 – New and 4- Renewals

C. Department Activity Reports – Approved

1. City Administrator
2. Fire Chief
3. Parks Director

D. VFW Request to hold "Poppy Day" on May 21, 2017 throughout the City of Brainerd – Approved

E. (Added Item) Temporary On-Sale Liquor License – Submitted by VFW Post 1647 for an event to be held on May 20, 2017 at the Brainerd National Guard Armory, 1115 Wright Street, Brainerd, MN – Approved

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

Presentations

The Chair recognized Colonel Scott St. Sauver, Camp Ripley Commander, who presented Camp Ripley's 2017 Community Brief. He discussed the 2017 annual training schedule, the economic impact that Camp Ripley provided to the surrounding communities, events that took place in 2016, and the environmental briefing.

Council had the opportunity to ask questions and the Chair thanked Colonel St. Sauver for his presentation.

Council Committee Reports

Personnel and Finance Committee Report

Approval of Bills & Payments to Contractors - Approved

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained</u>
S.E.H.	14-15	Airport Util Ext thru 3/31/17	\$11,849	\$0

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

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

Land Donation near Rotary Park - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE GENEROUS DONATION OF APPROXIMATELY 40 ACRES OF LAND NEAR ROTARY PARK BY AN ANONYMOUS DONOR.

Deferred Assessment for Pay Year 2018 - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE APPLICATION FOR DEFERMENT OF ASSESSMENT FOR PAY YEAR 2018 FOR PROPERTY CODE 091810090040009.

Capital Equipment Fund Review - Informational

Committee Chair Johnson stated a summary of the capital equipment fund was provided in the packet as of March 31, 2017 per council's request.

Safety and Public Works Committee Report

Resolution Receiving Reports and Setting Public Hearing for Improvements 15-12 and 16-10 – Adopted per Resolution No. 27:17

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT RESOLUTION NO. 27:17 RECEIVING THE FEASIBILITY REPORTS AND CALLING FOR THE PUBLIC HEARING TO BE HELD AT 7:30 P.M. ON MONDAY, JUNE 5, 2017 IN THE COUNCIL

CHAMBERS OF THE BRAINERD CITY HALL TO DISCUSS THE FOLLOWING PROPOSED CITY IMPROVEMENTS:

IMPROVEMENT 15-12

Street Reconstruction

S. 6th Street East Frontage Road – CR 117 to Wright Street

IMPROVEMENT 16-10

Street Resurfacing

Williams Street – NW 5th Street to NW 4th Street

NW 5th Street – Washington Street to Williams Street

NW 3rd Street – James Street to Washington Street

James Street – NW 4th Street to NW 2nd Street and NW 6th Street to NW 8th Street

NW 8th Street – Charles Street to Washington Street

NW 7th Street – Charles Street to Washington Street

RESOLUTION NO. 27:17

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

Improvement 17-02 – Chip Seal Bids - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE LOW BID FROM ASPHALT PRESERVATION COMPANY IN THE AMOUNT OF \$105,797.01 FOR IMPROVEMENT 17-02 - 2017 CHIP SEAL PROJECT AND TO AUTHORIZE SIGNATURE OF CONTRACT; FURTHER TO ADD 28TH STREET SE AND THE STREETS AROUND GARFIELD ELEMENTARY THAT WERE RESURFACED IN 2014 AND 2015 TO THE CONTRACT NOT TO EXCEED \$150,000.

1898 Laurel Street Bridge Railing Request from Carl Faust - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO AUTHORIZE THE EXCHANGE OF 4 TO 6 ORIGINAL LAUREL STREET BRIDGE PANELS FOR ONE OF THE ORIGINAL BRIDGE PLAQUES WITH MR. MIKE MCMILLION.

Snow Plowing Parking Restrictions – Informational

Committee Chair Bevans reminded the council that the 2nd reading of the proposed ordinance to change City Code Section 1315 dealing with street cleaning and snow removal did not pass a couple of weeks ago. Direction was given to staff to rework the proposed ordinance change so that is it more palatable for council and gives staff the direction they need for parking restrictions while plowing snow.

Petition for Vacation in Doran’s Addition to the City of Brainerd – Set Public Hearing - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO SET THE PUBLIC HEARING FOR THE PROPOSED VACATION OF THE O STREET RIGHT-OF-WAY; LEGAL DESCRIPTION OF THAT PART OF 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, AS REQUESTED BY MS. DARCY HARBOTT ON MONDAY, JULY 17, 2017 IN THE CITY HALL COUNCIL CHAMBERS.

Dellwood Drive Chip Sealing Cost Share – City of Baxter - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO AUTHORIZE STAFF TO ENTER INTO AN AGREEMENT WITH THE CITY OF BAXTER TO COVER THE CITY OF BRAINERD'S COST FOR CHIP SEALING OF DELLWOOD DRIVE AT AN ESTIMATED COST OF \$5,355.65 WITH THE FUNDS TO COME OUT OF THE \$150,000 2017 CHIP SEALING BUDGET.

Event/Street Closure Application – Eagles 4th of July Street Dance - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR THE EAGLES CLUB 4TH OF JULY STREET DANCE WITH THE CONDITIONS BEING THEY CONTACT OR WORK WITH NEIGHBORING PROPERTIES OWNERS AND BE AWARE OF THE ORIENTATION OF THE SPEAKERS DURING THE EVENT.

Event/Street Closure Application – Memorial Day Parade - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR THE MEMORIAL DAY PARADE TO TAKE PLACE ON MONDAY, MAY 29, 2017 WITH THE PARADE STARTING AT 10:00 A.M.

Members Johnson, Hilgart, Stunek, Bevans, and Badeaux voted "aye." No member voted "nay." Member Lambert abstained. The Chair declared the motion carried.

Authorization to Dispose of Excess Equipment - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO AUTHORIZE STAFF TO ADVERTISE THE 1985 JOHN DEERE TRACTOR AND BROOM/MOWER ATTACHMENTS ON AN ONLINE PUBLIC AUCTION WEBSITE AND SELL THE EQUIPMENT TO THE HIGHEST BIDDER.

Stop Sign Request – N 9th Street and Juniper Street – Direction Provided

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO DIRECT STAFF TO DISCUSS IN GREATER DETAIL WITH THE APPLICANT.

Committee Chair Bevan stated there was a lot of discussion at committee level about the history of the request at this intersection and that stop signs don't always enhance safety at an intersection like we think they would. The agreement of the committee was for staff to work with the applicant to explore other options of controlling speed at this intersection with possibilities being a yield or school zone sign.

Brainerd History Week Request – Use Downtown Street Signs and Light Poles to Display History Photos - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, TO PERMIT USING DOWNTOWN STREET SIGNS AND LIGHTS TO DISPLAY HISTORY PHOTOS, USING THE CITY LOGO AND TO ALLOW THE SIGNS TO REMAIN UP UNTIL WINTER.

Council discussion was held regarding the deadline of when the signs would need to be removed. Council agreed that the deadline can always be revised or the signs can be put back up depending on their quality and condition.

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

(Added Item) Request by Airport Commission - Informational

Committee Chair Bevan stated that a letter was received today from the Airport Commission requesting an updated completion date of when the City's portion of the utility project would be completed so the commission can finalize their portion of the project, and inquiring if any remobilization cost incurred by the commission by their contractor due to the delay of the City's portion of the project may be able to be recouped. The City Council acknowledges the receipt of the letter but cannot answer the questions at this time. The City is working with the contractor to get the project completed and we hope to be able to provide a response to the commission in the near future.

Unfinished Business

Paperless Packets and Council Devices

The Chair recognized IT Coordinator Shawn Strong. Mr. Strong explained the options available to the council to go with a paperless packet which included council members bringing their own devices, the City purchasing tablets such as a Surfaces or iPads, or laptops such as a Dell Latitude or Chromebook for each council member and the mayor.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BEVANS, TO GO PAPERLESS AND TO USE THE IT CAPITAL FUND TO PURCHASE SURFACES FOR COUNCIL MEMBERS AND THE MAYOR.

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

Call for Applicants – Informational:
(Application Information at www.ci.brainerd.mn.us/boards/)

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

Cable TV Advisory Committee – 1 term (Expire 2019)

Charter Commission – 1 term (Expire 2020)

Transportation Advisory Committee – 1 terms (Expire 2018)

New Business

Update Report from the Fire Department - Informational

Fire Chief Holmes updated the Council of the fire department since the restructure. Chief Holmes gave a brief background of the history and current staffing levels and some of the changes made to the operations of the department since the restructure. Fire Chief Holmes did an anonymous survey of the 32 Paid-On-Call Firefighters asking their opinion of how the fire department is operating since the restructure and shared the results of the survey with the council.

The Chief answered questions of the council and the Chair thanked him for the information.

Consideration of Request for Three Bridges Trail Grant - Adopted per Resolution No. 28:17

The Chair recognized Mr. Rod Osterloh, the Chair of the Brainerd Riverfront Committee. Mr. Osterloh spoke in favor of passing a resolution for the submission of a grant application to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) and spoke on how the grant would be used. The resolution would need to be passed tonight to be able to submit the application before the grant deadline. The grant would provide funding to bring the entire picture to the City of Brainerd of the Three Bridges Trail as the information provided at the workshop was only a partial plan. Mr. Osterloh also reviewed the committee's opinion of the benefits of the trail.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, TO ADOPT A FOR GRANT APPLICATION TO THE LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES (LCCMR) ENVIRONMENT AND NATURAL RESOURCES AND TRUST FUND FOR DESIGN OF THE MISSISSIPPI REDEVELOPMENT PROJECT, THREE BRIDGES TRAIL PHASE.

Council Member Johnson asked that the council receive a copy of the application.

RESOLUTION NO. 28:17

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

Resolution to Support Regulatory Reform Legislation - Adopted per Resolution No. 29:17

City Administrator Thoreen explained as members of the Coalition of Greater Minnesota Cities (CGMC), 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 essential portions of this legislation and benefits upon passage include that the cities will be granted additional time to consider impacts of MPCA regulation. The bill will tamper the long-arm of state government through the MPCA for purposes of affected regulations and the costs of regulations now born by cities may be assumed by a state function.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND JOHNSON TO ADOPT RESOLUTION NO. 29:17 SUPPORTING THE PASSAGE OF REGULATORY REFORM PROVISIONS IN SF723/HF888 TO ASSIST CITIES AND THE STATE TO IMPLEMENT COST-EFFECTIVE AND SCIENCE-BASED REGULATIONS.

RESOLUTION NO. 29:17

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

Public Forum

The Chair Opened the public forum at 9:02 P.M.

No one came forward

The Chair Closed the public forum at 9:02 P.M.

Staff Reports

Fire Chief Holmes shared with Council that the State Fire Convention will be held June 8-10, 2017 in Brainerd. There will be a parade and events going on at various venues in the area.

Council Member Reports

Council Member Lambert complimented Council Member Badeaux on the Parks & Rec Department ad campaigns. Council Member Badeaux talked about the ads and how they were paid for with funds specifically for advertising the baseball program.

Council Member Stunek shared that he attended an informal meeting regarding the possible boarding school going into the hotel on South 6th Street.

Mayor Menk shared he would be issuing two proclamations. One proclaiming Thursday, May 4, 2017 as a Day of Prayer in the City of Brainerd and other proclaiming the month of May as Poppy Month in the City of Brainerd. The Mayor also shared recent activities that he has participated in over the last couple of weeks such as the Kiwanis club Bug awards, Arbor Day celebrations, and that the Mayor will be purchasing additional trees for Lum Park with funds from the mayor's contingency fund.

Committee Resignations

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ACCEPT WITH REGRET THE RESIGNATION OF MR. ROBERT TURNER FROM THE PLANNING COMMISSION.

Adjourned to Council Workshop on Recruitment & Retention to be Held May 8, 2017 at 5:30 P.M. at the Police Department Training Room

The Chair adjourned the meeting at 9:08 P.M.

James M. Thoreen
City Administrator

Brainerd, MN
May 8, 2017

Pursuant to due call and notice thereof, the Brainerd City Council met in a workshop to learn about, hear presentations and discuss Employee Recruitment and Retention Issues at 5:30 p.m. at the Police Department Training Room.

The following Council members were present: Pritschet, Bevans, Johnson, Badeaux, Lambert, Stunek, Hilgart and Mayor Menk. Also present were City Administrator Thoreen, Police Chief McQuiston, Finance Director Hillman, Parks Director Sailer, Fire Chief Holmes, City Planner Ostgarden, City Engineer Hulsether, Assistant City Engineer Sandy, and HR Coordinator Schubert.

The meeting opened with a brief supper and discussion of current issues.

Brainerd Lakes Area Economic Development Workforce Director Mike Bjerkness presented an overview of the employment situation in the area, citing the recovery from the recession of 6-7 years ago. He highlighted the challenge of an aging workforce, aggravated by the declining number of workers in the 25-64 year old age group. Other current or future complicating factors for local businesses and local government include affordable housing, transportation needs, and the lack of an immigrant workforce.

Regional Development Commission Executive Director Cheryal Hills presented the perspective from the five county area, citing a number of challenges closely aligned to Mr. Bjerkness' information. She noted that pending changes to the federal budget may well have a negative impact on the programs available to small businesses and local governments.

Brainerd City Human Resources Coordinator Kris Schubert displayed the coming challenges for the City and BPU regarding retirements within the next 2-3 years and the attendant recruitment challenges. She reviewed the surprisingly high number of new employees who have joined the respective staffs in the past 5 years. Retention of employees who may have other employment opportunities will be an additional challenge.

The Council discussed the topics presented by the HR Coordinator, gaining insights and ideas from department heads. Management's primary focus for coming months will be to develop:

1. Hiring process incentives
2. Streamlining of the hiring process
3. Further application of Continuous Improvement processes

Adjourn

The Chair adjourned the meeting at 7:30 p.m.

James M. Thoreen
City Administrator

5B1

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
May 1, 2017
(3 New, 6 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
CLARK EXCAVATING, LLC 1515 120TH STREET SW BRAINERD, MN 56401 17-0147	(218) 820-8892	EXCA	1/20/2018	12/31/2017	
TWISTED PINE PLUMBING & HEATING LLC 1205 PINE STREET BRAINERD, MN 56401 17-0148 (new)	(218) 821-6499	PLUM	8/1/2017	12/31/2017	PC714854
CUSTOM UPOLSTERY & AWNING CENTER 17181 STATE HWY 371 BRAINERD, MN 56401 17-0149	(218) 855-1096	AWNG	8/1/2017	12/31/2017	
BRAINERD LAKES HEATING & AIR LLC 21538 COUNTY ROAD 3 PO BOX 301 MERRIFIELD, MN 56465 17-0150	(218) 963-3131	MECH	2/16/2018	9/1/2018	MB641768
CONSOLIDATED TELEPHONE COMPANY 1102 MADISON STREET BRAINERD, MN 56401 17-0151	(218) 454-1234	UTIL	7/15/2017	12/31/2017	
QUALITY ROOFING SYSTEMS 10718 GREENWOOD STREET BRAINERD, MN 56401 17-0152	(218) 829-4664	ROOF	5/19/2017	12/31/2017	
METRO TESTING/METRO PLUMBING LLC 9112 DAVENPORT STREET NE BLAINE, MN 55449- 17-0153 (new)	(612) 221-5888	PLUM	7/13/2017	12/31/2017	PC646918
BRIAN'S WELDING, INC. 10131 INDUSTRIAL ROAD BRAINERD, MN 56401 17-0154	(218) 829-8173	WELD	1/25/2018	12/31/2017	
SCOTT GRABINSKI & SON EXCAVATING 11200 42ND STREET CLEAR LAKE, MN 55319- 17-0155 (new)	(320) 248-1657	EXCA	8/18/2017	12/31/2017	L2804

5c1

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council

FROM: Police Chief Corky McQuiston

DATE: 05-10-17

RE: Monthly Report



www.ci.brainerd.mn.us

Training Activity

Monthly mandatory training for all officers included firearms training. We completed our annual POST mandated low-light and inclement weather shooting, utilizing Bill's Gun Range in Baxter (Former Mill's Range). Officers are required to shoot a complete qualifying round wearing a jacket and gloves to simulate conditions during inclement weather. Officers also then complete a course of fire with the lights turned off to simulate night or low light shooting situations. The training includes the use of our .40 caliber Glock handguns and the .223 caliber patrol rifles that all squad cars are equipped with. Officers learned new techniques for transitioning from the handgun to the long gun during course of fire shooting.



The second half of the same in-service training day included TASER classroom lecture and an annual written test on the use of the TASER. TASER use, technology, and related case law continues to evolve with changes and our instructors tailor the training to incorporate these changing concepts. The X26 Taser and newer X26P Taser are termed "smart weapons" and are described as Conducted Electrical Weapon (CEW). For anyone not familiar with the basic working concepts of this device, the TASER technology is designed to use electrical impulses similar to those in your body's nervous system to cause stimulation of the sensory **and** motor nerves. It is not dependent on pain and can be effective on subjects with a high level of pain tolerance. The TASER Company recently changed it's name to AXON, as it continues to promote the use of its AXON Body Worn Camera Systems and is one of the biggest suppliers of police body cameras.



Investigator Justin Athman attended the BCA Death Investigations Training and Missing Person's Investigation training held at Grand View Lodge on April 20th and 21st. An overview presentation by investigating agencies on the Jacob Wetterling case was one of the key presentations of the conference. Investigator Athman also arranged for our agency to host a regional BCA training on Missing and Unidentified Persons Investigations on April 27th.

Staffing

New Police Officers Drew Selvestra and Travis Gleason started training on April 23rd and 24th. Drew is originally from the Eagan area graduating from Eagan High School. He has a Bachelor of Science Degree in Criminal Justice from the University of Minnesota Crookston, and completed Law Enforcement Skills training from the Alexandria Technical College. Drew was an All-NSIC Honorable Mention as a Junior and named NSIC Honor Student Athlete as a Senior for the U of M Crookston Eagles football team. Immediately prior to joining our department he was employed as a Corrections Officer at Tri-County Community Corrections in Crookston.

As most of you are aware, Travis was a former CSO for us. He is a graduate of Brainerd High School and has an Associate's Degree in Criminal Justice from Central Lakes College. Travis is completing a Bachelor's degree with the College of St. Scholastica in Organizational Behavior with a minor in Psychology and Management. We are very excited to see Travis make the transition to police officer from CSO with our agency. Both will begin our extensive Field Training Program that consists of a four-step processing that averages from 14 to 16 weeks, with the weeks counted as 40-hour work periods.

The two new CSOs, Devan Liebeg and Michael Lyscio both started training on April 19th. With Elizabeth Anderson and now Devan and Michael trained in, we should be prepared for the absence of CSOs Travis Hanson and Alex Stovall while they attend their law enforcement skills training through Central Lakes College.

Police Activity

During April we had TZD Enforcement Activity targeted towards Distracted Driving Enforcement. For those projects we try to target drivers who are texting. MN State Statute 169.475.2(a) prohibits drivers from "using a Wireless Communications Device to Compose, Read, or Send Electronic Messages while in motion or in traffic." Officers from our agency and others worked a saturation project on April 18th, targeting drivers who are texting. Officers worked in unmarked police vehicles for this project if their agencies had such a vehicle available.

Traffic Enforcement continues to be vital function for our agency for the safety of our community. Of our 1,524 Initial Complaint Reports (ICRs) created for the month of April, 22% or about 340 of the ICRs are Traffic Related activity broken down as follows:

Category	#
Driving Complaints	38
Traffic Stops	263
Crashes	39

Conduct on Premises Activity Report for April

ICR	Date Reported	Title	Address	Summary
17005164	04/14/17	Conduct on Premises	927 12 th Street SE	COP 2 nd Violation- Request for Written Management Plan
17005276	04/16/17	Conduct on Premises	516 West College Drive	COP 2 nd Violation- Request for Written Management Plan
17005426	04/19/17	Conduct on Premises	709 South 7 th Street	Conduct on Premises Notice

Monthly Police Activity

April	2017	2016
Calls	1524	1555
Citations (Inc. Parking)	246	223
Part I and Part II Crimes Reported	256 **	302

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

76 parking tickets were issued in the month of April with the following dispositions:

5	Dismissed
8	Business Validations
34	Paid in Full
29	Partial Payments Received
0	No Payment Received

Revenue Recapture Receipts:

To Date: \$ 32,293.06

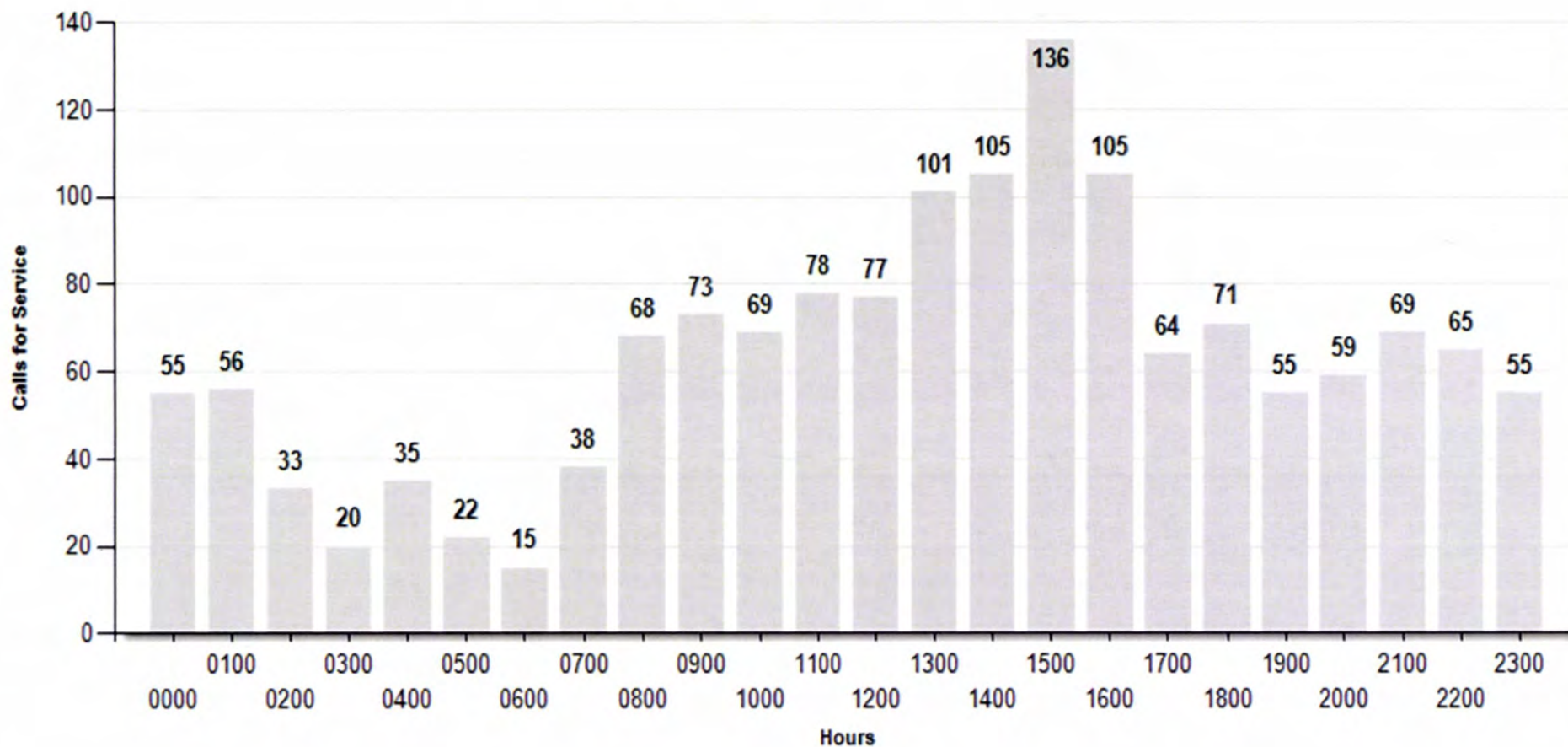
In 2017: \$ 4,283.60



Calls for Service Hourly

4/1/2017 to 4/30/2017

Total Calls: 1524



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

May 15, 2017
6:45 P.M.
City Hall Conference Room

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

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained</u>
Tom's Backhoe	14-15	Airport Util Ext	\$46,971	\$1,453

2. Out of State Travel Request for Training
 - A. Police Officer Tim Friis
 - B. Police Administrative Supervisor Julie McCullogh
3. Council Chambers Audio Enhancements
4. Revised Technology Use Policy With Attorney Revisions
5. Settlement Agreement for IBEW Grievance 2017-1
6. Discussion of Workforce Potential Changes (per 5/8/17 workshop)
7. PTO Study Committee Update

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0071	FORUM COMMUNICATIONS CO					
		I-1850124	101-49200-3350	LEGAL PUBLICA ORD 1463 AMEND ADD BOARDING SC	075796	55.98
		I-1850124	101-49200-3350	LEGAL PUBLICA NOH - DRAFT OF ADA TRANSITION	075796	31.10
01-0204	HOLCO INC					
		I-12320061/APR 17	101-42400-2212	MOTOR FUELS APRIL MOTOR FUELS	075804	105.87
01-0229	CLIFTONLARSONALLEN LLP					
		I-1506045	101-49200-3300	PROFESSIONAL FIRST HALF AUDIT 2016	075778	16,850.00
01-0243	MARCO FINANCING					
		I-330389248	101-41800-3331	LEASE PAYMENT MAY COPIER LEASE	075813	845.66
01-0247	MED COMPASS INC					
		I-31268	101-49200-3430	MISCELLANEOUS MAILING & PROCESSING FEE	075816	15.00
01-0284	OFFICE SHOP					
		I-1024628-0	101-41700-2200	OFFICE SUPPLI 1 DESK CHAIR	075826	299.00
		I-1024628-0	101-42400-2200	OFFICE SUPPLI 1 DESK CHAIR	075826	299.00
		I-1025088-0	101-41940-3430	MISCELLANEOUS 2 TABLES FOR COUNCIL CHAMBERS	075826	178.00
		I-1025136-0	101-41940-2200	OFFICE SUPPLI ORDINANCE & RESOLUTION ENVELOP	075826	46.60
		I-1025136-1	101-41940-2200	OFFICE SUPPLI PROCLAMATION GOLD SEALS	075826	4.63
		I-1025445-0	101-42400-2200	OFFICE SUPPLI DESK CALCULATOR	075826	67.26
01-0293	PITNEY BOWES RESERVE AC					
		I-05/11/17 REFILL	101-15500	PREPAID EXPEN POSTAGE REFILL 05/11/2017	075832	500.00
01-0296	BRAINERD PUBLIC UTILITI					
		I-APRIL 2017	101-41940-3381	BPU UTILITIES 3/22/17 - 4/24/17 UTILITIES	075772	2,537.03
		I-APRIL 2017	101-49200-3381	BPU UTILITIES 3/22/17 - 4/24/17 UTILITIES	075772	306.77
01-0307	CENTERPOINT ENERGY					
		I-5942870-6/APR 17	101-41940-3380	UTILITIES HEAT 3/20-4/19	075775	230.18
		I-6031615-5/APR 17	101-41940-3380	UTILITIES HEAT 3/20-4/19	075775	120.50
01-0332	TRU GREEN					
		I-271115	101-49200-3430	MISCELLANEOUS CITY HALL GROUNDS TREATMENT	075845	47.62
01-0344	WASTE PARTNERS INC					
		I-74X00562	101-41940-3380	UTILITIES APRIL GARBAGE SERVICE	075853	70.24
01-0447	CDW GOVERNMENT, INC					
		I-HPJ5645	101-41800-2210	OPERATING SUP UPS (BATTERY BACKUP) 6 POWER S	075774	294.26
01-1	MISCELLANEOUS VENDOR					
	WILLIAM MATTHIES	I-2017-00014	101-32220	ZONING & SUBD REFUND PERMIT 2017-00014	075856	400.00
	BETTER LIVING CONC	I-MAY 17	101-32210	BUILDING PERM REFUND PERMIT 2017-00294	075767	106.93
01-1432	INTEGRA TELECOM					

FUND : 101 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1432	INTEGRA TELECOM		continued			
		I-14608293	101-41940-3321	TELEPHONE	ELEV PHONE LINE 4/23-5/22	075806 47.47
01-1753	MARCO					
		I-INV4231180	101-41800-3300	PROFESSIONAL	DOMAIN CONTROLLER SET UP/EXCHA	075812 576.00
01-1859	ENTERPRISE FM TRUST					
		I-FBN3231372	101-41940-3331	LEASE PAYMENT	5/1/17-5/31/17 FUSION LEASE	075793 312.37
01-1991	ARVIDSON, CHUCK					
		I-MAY 2017	101-42400-3430	MISCELLANEOUS	REIM FOR OVERSHOE BOOTS	075764 44.99
01-2058	LAKES AREA HUMAN RESOUR					
		I-271	101-41700-3330	PROFESSIONAL	LAHRA 2017 CONF - SANDY	075811 65.00
		I-272	101-42400-3330	PROFESSIONAL	LAHRA 2017 CONF - CAUGHEY	075811 65.00
		I-273	101-41400-3330	PROFESSIONAL	DUHN LEADERSHIP CONF REG 5/23/	075811 40.00
		I-292	101-41400-3433	DUES & SUBSCR	DUHN PRO-RATED STUDENT MEMBERS	075811 37.50
01-2257	U.S. BANK					
		I-APR 17 ADM	101-41940-2212	MOTOR FUELS	HOLIDAY - FUEL LMC IT WORKSHOP	075846 26.25
		I-APR 17 ADM	101-41940-2212	MOTOR FUELS	HOLIDAY - FUEL LMC IT WORKSHOP	075846 9.60
		I-APR 17 ADM	101-41400-3430	MISCELLANEOUS	EMPLOYTEST - ADM SPEC NEW HIRE	075846 139.00
		I-APR 17 ENG	101-42400-3330	PROFESSIONAL	DOLI - BOILER LIC - CAUGHEY	075846 20.00
		I-APR 17 PLN	101-41910-3433	DUES & SUBSCR	CONSTANT CONTACT	075846 20.00
01-2848	TEAMVIEWER GMBH					
		I-1682515307	101-41800-3309	COMPUTER SUPP	SOFTWARE TEAMVIEWER UPGRADE	075843 269.00
01-2889	ALL STATE COMMUNICATION					
		I-262632	101-41940-3300	PROFESSIONAL	RESTART QUICK START FIRE ALARM	075762 562.50
01-2924	VERIZON WIRELESS					
		I-9784483976	101-42400-3321	TELEPHONE	DATA PLAN 4/24-5/23	075850 70.02
				FUND	101 GENERAL FUND	TOTAL: 25,716.33

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 203 TRANSIT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0069	BRAINERD BUS LINES INC					
		I-11704	203-49000-2212	MOTOR FUELS APRIL 17 SERVICE	075768	6,142.44
		I-11704	203-49000-3401	VEHICLE REPAI APRIL 17 SERVICE	075768	11,024.42
		I-11704	203-49000-3440	TRANSIT SERVI APRIL 17 SERVICE	075768	53,654.66
01-0204	HOLCO INC					
		I-12320061/APR 17	203-49000-2212	MOTOR FUELS APRIL MOTOR FUELS	075804	31.25
01-0381	STONE, ANDER					
		I-MAY 2017	203-49000-3330	PROFESSIONAL CONF MEAL REIMS	075840	70.71
01-0447	CDW GOVERNMENT, INC					
		I-HKX0463	203-49000-2200	OFFICE SUPPLI PLANTRONICS VOYAGER LEGEND UC	075774	145.43
01-1965	NORTH CENTRAL BUS SALES					
		I-75502	203-49000-3401	VEHICLE REPAI BUS REPAIR CHEV CA 26758	075824	7,494.03
01-2257	U.S. BANK					
		I-APR 17 TRNS	203-49000-3330	PROFESSIONAL FAIRFIELD INN - MNDOT WRKSHP	075846	262.96
01-2800	R&J BROADCASTING					
		I-096917044307	203-49000-3340	ADVERTISING/M APRIL WWI-FM, KFGI, KLKS ADS	075833	270.00
			FUND	203 TRANSIT FUND	TOTAL:	79,095.90

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 211 LIBRARY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0221	KITCHIGAMI REG LIBRARY					
		I-BR2017-1	211-45500-3450	KITCHIGAMI RE 2017 LEVY - 1ST HALF	075809	40,188.00
		I-BR2017-1	211-45500-3400	REPAIR & MAIN 2017 LEVY - 1ST HALF	075809	4,659.00
01-0296	BRAINERD PUBLIC UTILITI					
		I-APRIL 2017	211-45500-3381	BPU UTILITIES 3/22/17 - 4/24/17 UTILITIES	075772	2,182.18
			FUND	211 LIBRARY FUND	TOTAL:	47,029.18

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 223 DRUG FORFEITURE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0086	CITY OF BRAINERD					
		I-ICR 15015183	223-22800	OTHER LIABILI ICR 15015183	075777	29.40
		I-ICR: 16010425	223-22800	OTHER LIABILI ICR: 16010425	075777	259.70
		I-ICR: 16016566	223-22800	OTHER LIABILI ICR: 16016566	075777	438.90
01-0136	CWC ATTORNEY					
		I-ICR 15015183	223-22800	OTHER LIABILI ICR 15015183	075786	8.40
		I-ICR: 16010425	223-22800	OTHER LIABILI ICR: 16010425	075786	74.20
		I-ICR: 16016566	223-22800	OTHER LIABILI ICR: 16016566	075786	125.40
01-0586	MN STATE TREASURER					
		I-ICR 15015183	223-22800	OTHER LIABILI ICR 15015183	075817	4.20
		I-ICR: 16010425	223-22800	OTHER LIABILI ICR: 16010425	075817	37.10
		I-ICR: 16016566	223-22800	OTHER LIABILI ICR: 16016566	075817	62.70

FUND	223	DRUG FORFEITURE	TOTAL:	1,040.00
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PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 224 DUI FORFEITURE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0888	WEST BRAINERD AUTO SERV					
		I-28592	224-42150-2210	OPERATING EXP TOW ICR: 17006305	075855	76.00
			FUND	224 DUI FORFEITURE	TOTAL:	76.00

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0199	HANNAHS, DONALD C. JR.					
		I-MAY 2017	225-42700-3300	PROFESSIONAL MAY 2017 ANIMAL CONTROL	075800	1,360.60
01-0200	HEARTLAND ANIMAL RESCUE					
		I-APRIL 2017	225-42700-3300	PROFESSIONAL APRIL 2017 MONTHLY FEE	075801	1,698.75
		I-APRIL 2017	225-42700-3430	MISCELLANEOUS APRIL 2017 BOARDING	075801	1,025.00
01-0204	HOLLCO INC					
		I-12320052/APR 17	225-42220-2212	MOTOR FUELS APRIL MOTOR FUELS	075804	237.31
01-0247	MED COMPASS INC					
		I-31268	225-42120-3330	PROFESSIONAL ANNUAL HEARING TESTS	075816	26.00
01-0273	NAPA AUTO PARTS					
		I-046197	225-42220-2220	REPAIR & MAIN BRAKLEEN, ADHESIVE REMOVAL	075820	33.09
		I-048388	225-42220-2220	REPAIR & MAIN L2 BULB	075820	13.98
01-0284	OFFICE SHOP					
		I-1023939-0	225-42220-2200	OFFICE SUPPLI DRY ERASE MARKERS	075826	23.49
01-0296	BRAINERD PUBLIC UTILITI					
		I-APRIL 2017	225-42120-3381	BPU UTILITIES 3/22/17 - 4/24/17 UTILITIES	075772	3,734.42
		I-APRIL 2017	225-42220-3381	BPU UTILITIES 3/22/17 - 4/24/17 UTILITIES	075772	3,025.50
01-0307	CENTERPOINT ENERGY					
		I-5956221-5/APR 17	225-42120-3380	UTILITIES HEAT 3/20-4/19	075775	39.79
		I-6004720-6/APR 17	225-42220-3380	UTILITIES HEAT 3/20-4/19	075775	147.80
01-0311	ROYAL TIRE INC					
		I-104-100167	225-42220-2220	REPAIR & MAIN TAHOE OIL CHANGE	075834	41.44
01-0322	STREICHERS PROF EQUIP					
		I-I1258640	225-42120-1113	UNIFORM ALLOW 720TG - INITIAL ISSUE	075841	1,058.83
		I-I1259312	225-42120-1113	UNIFORM ALLOW RIFLE MAGAZINE	075841	21.98
		I-I1260030	225-42120-1113	UNIFORM ALLOW 704 - UNIFORM PANTS	075841	119.98
01-0344	WASTE PARTNERS INC					
		I-74X00561	225-42220-3380	UTILITIES APRIL GARBAGE SERVICE	075853	84.24
		I-74X00564	225-42120-3380	UTILITIES APRIL GARBAGE SERVICE	075853	92.40
01-0427	NISSWA POLICE DEPT					
		I-1ST QTR 2017	225-20800	DUE TO OTHER TZD JAN-MAR 2017	075822	278.64
01-0745	BATTERIES PLUS					
		I-035-328709	225-42220-2210	OPERATING SUP 6V BATTERY	075766	14.99
		I-035-329141	225-42120-2210	OPERATING SUP BATTERIES FOR GARAGE DOOR OPEN	075766	6.98
01-0798	MR TIRE					
		I-50613	225-42120-2221	SQUAD CAR REP SQD 422 - OIL CHANGE	075819	29.78

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0944	ASPEN MILLS					
		I-197086	225-42220-1113	UNIFORM ALLOW UNIFORM SHIRT ALTERATIONS	075765	62.48
01-1	MISCELLANEOUS VENDOR					
	COLLINS BROTHERS	I-3974	225-42220-2220	REPAIR & MAIN TOW E3 & E4	075779	500.00
01-1156	CWC SHERIFF					
		I-1ST QTR 2017	225-20800	DUE TO OTHER TZD JAN-MAR 2017	075787	1,232.69
01-1171	KEEPRS, INC/CY'S UNIFOR					
		I-338122	225-42120-1113	UNIFORM ALLOW 717 - BODY ARMOR/VEST	075808	1,309.99
01-1343	CHARTER COMMUNICATIONS					
		I-05/01/17	225-42120-3380	UTILITIES BUSINESS TV 5/8-6/7	075776	28.52
		I-MAY-JUNE 2017	225-42220-3380	UTILITIES MAY-JUNE MAIN STATION	075776	7.40
01-1384	MARTIN-MCALLISTER					
		I-10992	225-42120-3300	PROFESSIONAL POLICE ASSESSMENT/POTENTIAL HI	075815	1,000.00
01-1388	HEIMAN INC.					
		I-0857540-IN	225-42220-2210	OPERATING SUP INLINE PILOT PRESSURE GAUGE, H	075802	371.45
01-1688	CUSTOM FIRE APPARATUS I					
		I-0017615-IN	225-42220-2220	REPAIR & MAIN DRIVER SIDE WINDSHIELD	075785	584.89
01-1753	MARCO					
		I-INV4258507	225-42120-3309	COMPUTER TECH PRINTER MAINT CONTRACT	075812	43.72
01-1815	F.I.R.E. CROSSLAKE					
		I-2481	225-42220-3330	PROFESSIONAL STRATEGY & TACTICS HI RISE OPS	075794	650.00
01-1859	ENTERPRISE FM TRUST					
		I-FBN3231372	225-42220-3331	LEASE PAYMENT 5/1/17-5/31/17 UTILITY INTERCE	075793	482.31
		I-FBN3231372	225-42120-3331	LEASED PAYMEN 5/1/17-5/31/17 UNMARKED SEDAN	075793	526.09
		I-FBN3231372	225-42120-3331	LEASED PAYMEN UNMARKED SEDAN PLATE FEE & TAX	075793	1,433.16
		I-FBN3231372	225-42120-3331	LEASED PAYMEN 5/1/17-5/31/17 MARKED FORD UTI	075793	589.37
		I-FBN3231372	225-42120-3331	LEASED PAYMEN MARKED FORD UTIL TAX TO BE REF	075793	1,734.44
01-1913	GRAND FORKS FIRE EQUIPM					
		I-19746	225-42220-2210	OPERATING SUP SHUT OFF NOZZLE	075798	1,059.73
01-2072	BREEZY POINT POLICE DEP					
		I-1ST QTR 2017	225-20800	DUE TO OTHER TZD JAN-MAR 2017	075773	392.45
01-2073	PEQUOT LAKES POLICE DEP					
		I-1ST QTR 2017	225-20800	DUE TO OTHER TZD JAN-MAR 2017	075829	860.36
01-2075	CROSSLAKE POLICE DEPART					
		I-1ST QTR 2017	225-20800	DUE TO OTHER TZD JAN-MAR 2017	075782	792.40

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2110	CRANKSHAFT CUSTOMS, LLC					
		I-1020	225-42220-2220	REPAIR & MAIN S1 FUEL PUMP REPAIR	075781	194.68
		I-1020	225-42220-2220	REPAIR & MAIN T1 OIL CHANGE/WATER PUMP OIL C	075781	164.58
		I-1020	225-42220-2220	REPAIR & MAIN L1 AIR FILTER, TRANSM FILTER,	075781	1,046.18
		I-1020	225-42220-2220	REPAIR & MAIN T3 WATER CHUTE REPAIR	075781	196.25
		I-1020	225-42220-2220	REPAIR & MAIN AIR COMPRESSOR REPAIR	075781	728.61
		I-1020	225-42220-2220	REPAIR & MAIN FIRE HOSE RACK	075781	375.00
		I-1020	225-42220-2220	REPAIR & MAIN AIR BOTTLE STORAGE BIN	075781	245.00
		I-1020	225-42220-2220	REPAIR & MAIN CROSSFIRE TIRE PRESSURE DUAL E	075781	1,232.00
		I-1020	225-42220-2220	REPAIR & MAIN SHOP SUP: E4, L2, T3, S1, R2,	075781	66.65
01-2177	HOLIDAY CREDIT OFFICE					
		C-APRIL 2017	225-42120-2212	MOTOR FUELS CREDITS/REBATES APRIL 2017	075803	254.56-
		C-APRIL 2017	225-42220-2212	MOTOR FUELS CREDITS/REBATES APRIL 2017	075803	27.85-
		I-APR 17 FD	225-42220-2212	MOTOR FUELS APRIL MOTOR FUELS	075803	299.31
		I-APR 17 PD	225-42120-2212	MOTOR FUELS APRIL MOTOR FUELS	075803	2,800.01
01-2257	U.S. BANK					
		I-APR 17 FD	225-42220-3322	POSTAGE USPS - POSTAGE	075846	13.60
		I-APR 17 FD	225-42220-2210	OPERATING SUP FORESTRY SUPPL - 12 FIRE PUMPS	075846	1,000.00
		I-APR 17 FD	225-42220-2210	OPERATING SUP FORESTRY SUPPL - 12 FIRE PUMPS	075846	1,000.00
		I-APR 17 FD	225-42220-2210	OPERATING SUP FORESTRY SUPPL - 12 FIRE PUMPS	075846	50.15
		I-APR 17 FD	225-42220-3322	POSTAGE USPS - POSTAGE	075846	4.04
		I-APR 17 FD	225-42220-3322	POSTAGE USPS - POSTAGE	075846	1.19
		I-APR 17 PD	225-42120-2210	OPERATING SUP TRANSUNION SSN #S PARKING TICK	075846	25.00
		I-APR 17 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	075846	37.60
		I-APR 17 PD	225-42120-3430	MISCELLANEOUS SUBWAY - LUNCH INVESTIGATION	075846	35.86
		I-APR 17 PD	225-42120-3430	MISCELLANEOUS SUBWAY - LUNCH INVESTIGATION	075846	12.88
		I-APR 17 PD	225-42128-3430	MISC - K9 PRO RAY ALLEN - K9 SUPPLIES	075846	49.99
		I-APR 17 PD	225-42120-1113	UNIFORM ALLOW LA PD GEAR - 715 UNIFORM PANTS	075846	75.99
		I-APR 17 PD	225-42120-2212	MOTOR FUELS CASEY'S - SQD FUEL	075846	36.79
		I-APR 17 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	075846	2.67
		I-APR 17 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	075846	3.57
		I-APR 17 PD	225-42120-3330	PROFESSIONAL BESTWESTERN - 729 SOTA HOTEL	075846	200.02
		I-APR 17 PD	225-42120-3322	POSTAGE POSTMASTER - POSTAGE	075846	2.67
		I-APR 17 PD	225-42120-3322	POSTAGE POSTMASTER - 300 STAMPS	075846	147.00
		I-APR 17 PD	225-42128-3430	MISC - K9 PRO RAYALLEN - K9 SUPPLIES	075846	124.99
		I-APR 17 PD	225-42120-3330	PROFESSIONAL BCA CJTE UNIT - 729 DMT RECERT	075846	75.00
		I-APR 17 PD	225-42120-2200	OFFICE SUPPLI AMAZON - EXTENSION CABLES	075846	11.98
01-2328	GREENHECK AUTO GLASS LL					
		I-20024	225-42220-2220	REPAIR & MAIN E3 WINDSHIELD LABOR	075799	100.00
01-2589	STAPLES ADVANTAGE					
		I-3337117766	225-42120-2200	OFFICE SUPPLI POST IT TABS & KEYBOARD	075838	30.01
01-2620	PERSONNEL EVALUATION IN					
		I-23195	225-42120-3300	PROFESSIONAL PROFILE - POTENTIAL HIRE	075830	20.00

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 225 PUBLIC SAFETY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-2705	AITKIN POLICE DEPARTMEN					
		I-1ST QTR 2017	225-20800	DUE TO OTHER TZD JAN-MAR 2017	075761	392.78
01-3052	SQUAD PRO					
		I-333	225-42120-2221	SQUAD CAR REP SQD 423 - STROBE & POWER SUPPL	075837	474.29
01-3168	MOTORS-N-MORE					
		I-25053	225-42120-2221	SQUAD CAR REP SQD 416 - OIL CHANGE	075818	23.00
		I-25066	225-42120-2221	SQUAD CAR REP SQD 424 - OIL CHANGE	075818	23.00
		I-25075	225-42120-2221	SQUAD CAR REP SQD 419 - OIL CHANGE	075818	23.00
01-3202	INNOVATIVE OFFICE SOLUT					
		I-IN1597196	225-42120-2200	OFFICE SUPPLI TONER, PENS, TAPE, REPORT COVE	075805	137.26
01-3302	COX, DAVID					
		I-05032017	225-42220-2212	MOTOR FUELS FUEL REIMBURSEMENT	075780	50.00
			FUND	225 PUBLIC SAFETY FUND	TOTAL:	38,026.63

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FUND : 227 RECYCLING FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0278	NISSWA SANITATION					
		I-MAY 2017	227-43230-3300	PROFESSIONAL MAY 2017 RECYCLING	075823	1,554.78
01-0343	WASTE MANAGEMENT					
		I-MAY 2017	227-43230-3300	PROFESSIONAL MAY 2017 RECYCLING	075852	2,010.44
01-0344	WASTE PARTNERS INC					
		I-74X00566	227-43230-3430	MISCELLANEOUS APRIL WASTE OIL SERVICE	075853	57.33
		I-MAY 2017	227-43230-3300	PROFESSIONAL MAY 2017 RECYCLING	075853	1,568.12
01-1286	EAST SIDE OIL COMPANY					
		I-R67769	227-43230-3428	USED OIL RECY 5/3/17 FILTER & ANTI-FREEZE RE	075791	50.00
				FUND 227 RECYCLING FUND	TOTAL:	5,240.67

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 230 PARK & RECREATION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-249593	230-45200-2220	REPAIR & MAIN FASTENERS	075759	3.18
		I-249652	230-45200-2220	REPAIR & MAIN TIE-DOWNS	075759	7.16
01-0027	WEX BANK					
		I-49593880	230-45200-2212	MOTOR FUELS APRIL MOTOR FUELS	000150	74.96
01-0170	FASTENAL COMPANY					
		I-MNBAX205612	230-45215-2220	REPAIR & MAIN CABLE TIES - MMP SOFTBALL FIEL	075795	30.54
01-0296	BRAINERD PUBLIC UTILITI					
		I-APRIL 2017	230-45200-3381	BPU UTILITIES 3/22/17 - 4/24/17 UTILITIES	075772	5,251.98
		I-APRIL 2017	230-45280-3380	UTILITIES 3/22/17 - 4/24/17 UTILITIES	075772	99.75
01-0561	PEOPLES SECURITY					
		I-39143	230-45200-2210	OPERATING SUP SERVICE, BACK-UP BATTERY ALARM	075828	105.00
01-0695	PIONEER					
		I-INV635581	230-45226-2210	OPERATING SUP FIELD PAINT	075831	105.82
		I-INV635581	230-45207-2220	REPAIR & MAIN FIELD PAINT	075831	163.89
		I-INV635581	230-45208-2210	OPERATING SUP FIELD PAINT	075831	327.78
		I-INV635581	230-45226-2220	REPAIR & MAIN FIELD PAINT	075831	221.96
		I-INV635581	230-45215-2220	REPAIR & MAIN FIELD PAINT	075831	655.55
01-0749	BRAINERD LAKES SEWER, L					
		I-4807	230-45215-2210	OPERATING SUP SATELLITE SERV MMP FIELD 3	075770	31.67
01-0900	CUB FOODS - BRAINERD					
		I-TRX 137: 05/2017	230-45211-2210	OPERATING SUP EASTER EGG HUNT SUPPLIES	075784	28.25
01-0945	NAT'L ALLIANCE FOR YOUT					
		I-28359	230-45208-2210	OPERATING SUP 47 NEW & RENEWING COACHES	075821	680.00
		I-28359	230-45226-2210	OPERATING SUP 47 NEW & RENEWING COACHES	075821	260.00
01-1859	ENTERPRISE FM TRUST					
		I-FBN3231372	230-45200-3331	LEASE PAYMENT 5/1/17-5/31/17 EQUINOX LEASE	075793	392.03
		I-FBN3231372	230-45200-3331	LEASE PAYMENT 5/1/17-5/31/17 FORD VAN	075793	476.55
		I-FBN3231372	230-45200-3331	LEASE PAYMENT FORD VAN SALES TAX & REGISTRAT	075793	1,793.08
01-2177	HOLIDAY CREDIT OFFICE					
		C-APRIL 2017	230-45200-2212	MOTOR FUELS CREDITS/REBATES APRIL 2017	075803	38.86-
		I-APR 17 PK	230-45200-2212	MOTOR FUELS APRIL MOTOR FUELS	075803	413.72
01-2257	U.S. BANK					
		I-APR 17 PK	230-45200-2220	REPAIR & MAIN FLEET FARM - GROUND FAULT BREA	075846	38.48
		I-APR 17 PK	230-45204-2210	OPERATING SUP RXBAR - CONCESSION SUPPLIES	075846	81.60
		I-APR 17 PK	230-45200-2210	OPERATING SUP FLEET FARM - STAFF OUTDOOR GEA	075846	39.99
		I-APR 17 PK	230-45200-3433	DUES & SUBSCR BRD DISPATCH - ANNUAL SUBSCRIP	075846	173.88

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 230 PARK & RECREATION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-2938	MARR SALES-SMAC					
		I-14628	230-45226-2210	OPERATING SUP YOUTH SOFTBALL/UNIFORM CAPS/VI	075814	1,188.00
		I-14628	230-45208-2210	OPERATING SUP YOUTH SOFTBALL/UNIFORM CAPS/VI	075814	1,350.00
01-3424	SULLIVAN CANDY & SUPPLY					
		I-556264	230-45204-2210	OPERATING SUP CONCESSIONS - CUPS, GLOVES, FO	075842	323.06
		I-556339	230-45204-2210	OPERATING SUP CONCESSIONS - POPCORN BOXES	075842	55.00
FUND 230 PARK & RECREATION FUND TOTAL:						14,334.02

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 235 STREET & SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0011	ACE HARDWARE					
		I-250211	235-43100-2220	REPAIR & MAIN GRASS SEED	075759	19.60
01-0039	AMERIPRIDE LINEN SERVIC					
		I-2200907236	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	075763	104.01
		I-2200909770	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	075763	78.79
		I-2200912323	235-43100-3430	MISCELLANEOUS COVERALLS & MAT LAUNDRY SERV	075763	135.14
01-0170	FASTENAL COMPANY					
		I-MNBAX205371	235-43170-2210	OPERATING SUP 100 NYLOCK Z, 2 HCS 5/16-18X2	075795	19.90
		I-MNBAX205475	235-43100-2220	REPAIR & MAIN 2 DW SNPN	075795	4.67
01-0204	HOLLCO INC					
		I-12320008/APR 17	235-43100-2212	MOTOR FUELS APRIL MOTOR FUELS	075804	452.00
01-0223	L & M STEEL					
		I-17206	235-43100-2220	REPAIR & MAIN CR PL 3/8 X 1 12" STEEL	075810	10.30
01-0296	BRAINERD PUBLIC UTILITI					
		I-APRIL 2017	235-43100-3381	BPU UTILITIES 3/22/17 - 4/24/17 UTILITIES	075772	21,850.89
01-0307	CENTERPOINT ENERGY					
		I-5974635-4/APR 17	235-43100-3380	UTILITIES HEAT 3/20-4/19	075775	224.90
01-0344	WASTE PARTNERS INC					
		I-74X00560	235-43100-3380	UTILITIES APRIL GARBAGE SERVICE	075853	84.24
01-0736	NORTHLAND FIRE PROTECTI					
		I-26735	235-43100-2220	REPAIR & MAIN SERVICED FIRE EXTINGUISHERS	075825	323.45
01-1859	ENTERPRISE FM TRUST					
		I-FBN3231372	235-43100-3331	LEASE PAYMENT 5/1/17-5/31/17 CHEV SILVERADO	075793	731.91
01-2257	U.S. BANK					
		I-APR 17 ENG	235-43100-2220	REPAIR & MAIN FLEET FARM - MAILBOX POST	075846	19.88
01-2902	ADVANCE AUTO PARTS					
		I-6574712579891	235-43100-2220	REPAIR & MAIN OIL FILTER	075760	8.26
01-3205	CROW WING POWER					
		I-MAY 2017	235-43100-3380	UTILITIES SECURITY LIGHT @ WISE RD	075783	12.00
01-3421	JOBHQ					
		I-1845746	235-43100-3350	PRINTING/LEGA S&S APRIL EMP ADS	075807	1,422.00
01-3438	D - D BEVERAGE, LLC					
		I-146464	235-43100-2210	OPERATING SUP KITCHEN SUPPLIES	075789	26.24
				FUND 235 STREET & SEWER FUND	TOTAL:	25,528.18

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FUND : 236 PARKING LOT FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0296	BRAINERD PUBLIC UTILITI					
		I-APRIL 2017	236-43180-3381	BPU UTILITIES 3/22/17 - 4/24/17 UTILITIES	075772	36.00
				FUND 236 PARKING LOT FUND	TOTAL:	36.00

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FUND : 237 SANITARY SEWER FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0077	BRAINERD HYDRAULICS/AIR	I-5169	237-43190-2220	REPAIR & MAIN 32 3/8 PUSH-LOCK HOSE, 6 MNPT	075769	18.44
01-0170	FASTENAL COMPANY	I-MNBAX205381	237-43190-2240	SMALL TOOLS 8 LB 36" SLEDGEHAMMER	075795	98.89
01-0204	HOLLCO INC	I-12320008/APR 17	237-43190-2212	MOTOR FUELS APRIL MOTOR FUELS	075804	114.85
01-0349	W W THOMPSON CONCRETE	I-1704-687651	237-43190-2220	REPAIR & MAIN TAMMS SPEED PLUG-5 GALLON	075851	124.95
01-1568	STEFFEN TREE SERVICE	I-MAY 2017	237-43190-3430	MISCELLANEOUS TREE REM - 1414 13TH AVE NE	075839	1,200.00
01-2902	ADVANCE AUTO PARTS	I-6574711828592	237-43190-2240	SMALL TOOLS BIT SET	075760	30.00
				FUND 237 SANITARY SEWER FUND	TOTAL:	1,587.13

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FUND : 245 CONTINGENCY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2684	BRAINERD PARKS & RECREA					
		I-05/11/17	245-41310-3430	MISCELLANEOUS PURCHASE TREES FOR ARBOR DAY	075771	200.00
				FUND 245 CONTINGENCY FUND	TOTAL:	200.00

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FUND : 250 HYDRANT RENT & EL CURRENT

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0086	CITY OF BRAINERD					
		I-APR ELEC 2017	250-49042-3466	BPU COSTS DIS APRIL ELEC SALES	075777	53,635.63
				FUND 250 HYDRANT RENT & EL CURRENT	TOTAL:	53,635.63

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REGULAR DEPARTMENT PAYMENT REGISTER

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PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 251 LOCAL OPTION SALES TAX

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0296	BRAINERD PUBLIC UTILITI					
		I-TAX MAY 2017	251-49360-3467	REMIT LOCAL S LOCAL USE TAX REMITTANCE	075772	86,118.41
				FUND 251 LOCAL OPTION SALES TAX	TOTAL:	86,118.41

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FUND : 274 ROYAL TIRE TIF

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FUND : 277 ARTSPACE TIF FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0135	CWC TREASURER					
		I-959	277-46517-3430	MISCELLANEOUS ANNUAL TIF FEES	075788	100.00
				FUND 277 ARTSPACE TIF FUND	TOTAL:	100.00

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 279 HEALTH INSURANCE FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0247	MED COMPASS INC					
		I-31268	279-14100	DUE FROM COMP BPU ANNUAL HEARING TEST - 1	075816	13.00
				FUND 279 HEALTH INSURANCE FUND	TOTAL:	13.00

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 280 PACKAGE INSURANCE FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-1	MISCELLANEOUS VENDOR					
	SHINING LIGHT STUD	I-03/29/17	280-49700-3470	UNINSURED LOS STAINED GLASS WINDOW LIBRARY	075836	1,024.00
				FUND	280 PACKAGE INSURANCE FUND	TOTAL: 1,024.00

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REGULAR DEPARTMENT PAYMENT REGISTER

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PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 281 JIMMY JOHN'S TIF

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0135	CWC TREASURER					
		I-959	281-46514-3430	MISCELLANEOUS ANNUAL TIF FEES	075788	100.00
				FUND 281 JIMMY JOHN'S TIF	TOTAL:	100.00

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FUND : 283 TACO JOHN'S TIF FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0135	CWC TREASURER					
		I-959	283-46506-3430	MISCELLANEOUS ANNUAL TIF FEES	075788	100.00
				FUND 283 TACO JOHN'S TIF FUND	TOTAL:	100.00

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FUND : 292 TIMBERLAND TWNHMS TIF

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0135	CWC TREASURER	I-959	292-46503-3430	MISCELLANEOUS ANNUAL TIF FEES	075788	100.00
			FUND	292 TIMBERLAND TWNHMS TIF	TOTAL:	100.00

PACKET: 03964 05/15/17 COUNCIL

VENDOR SET: 01

FUND : 293 BRAINERD MALL TIF FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-0135	CWC TREASURER					
		I-959	293-46512-3430	MISCELLANEOUS ANNUAL TIF FEES	075788	100.00
				FUND 293 BRAINERD MALL TIF FUND	TOTAL:	100.00

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FUND : 400 CAPITAL PROJECTS FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0447	CDW GOVERNMENT, INC					
		I-HPQ5843	400-49050-5530	CAPITAL - OTH PHONE SWITCH (PARKS)	075774	789.93
01-1856	EMERGENCY AUTOMOTIVE TE					
		I-AW030917-6E	400-49050-5530	CAPITAL - OTH SQD 402 & 425 - NEW SQD BUILD	075792	1,111.01
01-2854	DEERE & COMPANY					
		I-115699350	400-49050-5530	CAPITAL - OTH COMPACT UTILITY TRACTOR 4066R	075790	58,918.45
				FUND 400 CAPITAL PROJECTS FUND	TOTAL:	60,819.39

PACKET: 03964 05/15/17 COUNCIL
 VENDOR SET: 01
 FUND : 401 CONSTRUCTION FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0071	FORUM COMMUNICATIONS CO					
		I-1850124	401-41702-3350	LEGAL PUBLICA NOB - IMP 17-02 BID CLOSE	075796	373.20
		I-1850124	401-41703-3350	LEGAL PUBLICA RFQ -2017 CRACK SEAL IMP 17-03	075796	59.09
01-0204	HOLLCO INC					
		I-12320061/APR 17	401-49030-2212	MOTOR FUELS APRIL MOTOR FUELS	075804	52.74
01-0329	TOMS BACKHOE SERVICE IN					
		I-PAYAPP10/MAY 17	401-41415-5530	PYMTS TO CONT AIRPORT UTIL EXT THRU 5/5/17	075844	46,970.60
01-0344	WASTE PARTNERS INC					
		I-74X00563	401-41003-3300	PROFESSIONAL APRIL GARBAGE SERVICE	075853	162.93
01-1967	FRONTIER PRECISION INC					
		I-160429	401-49030-3430	MISCELLANEOUS LATH, STAKES, PINK GLO PAINT,	075797	1,676.45
01-2664	RTVISION, INC.					
		I-12797	401-41401-3430	MISCELLANEOUS ONSITE TRAINING ON 4/18	075835	200.00
		I-12797	401-41403-3430	MISCELLANEOUS ONSITE TRAINING ON 4/18	075835	200.00
		I-12797	401-41613-3430	MISCELLANEOUS ONSITE TRAINING ON 4/18	075835	200.00
01-2924	VERIZON WIRELESS					
		I-9784483976	401-49030-3321	TELEPHONE DATA PLAN 4/24-5/23	075850	178.46
			FUND 401 CONSTRUCTION FUND	TOTAL:		50,073.47
				REPORT GRAND TOTAL:		490,193.94

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 2A
Agenda Item #

Requested Meeting Date: May 15th, 2016

Title of Item: Employee Out of State Travel

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 5 MINUTES
Summary of Issue: Police Officer Tim Friis is the department Bomb Technician. Tim has been selected as one of the eight applicants out of 50 from across the country to attend the the ATF Certified Explosives Specialist(CES) Program. This includes a CES Basic Explosives Training course from July 10th to July 28th at their training facility in Huntsville, AL. The costs of the travel, lodging and training will be covered by ATF. We are requesting approval for out of state travel for training purposes for Officer Tim Friis from July 9th to July 29th.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize Police Officer Tim Friis to travel out of state to attend this CES Certification program in Alabama , from July 9th to July 29th.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u> Travel, lodging, and training registration covered by federal funding.	



Brainerd City Council Agenda Request

P+F 2B
Agenda Item #

Requested Meeting Date: May 15th, 2016

Title of Item: Employee Out of State Travel

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 5 MINUTES
Summary of Issue: The FBI will be hosting 5 regional training sessions for agencies participating with their new initiative to improve their national incident based crime reporting and statistical reporting system called NCS-X (National Crime Statistics Exchange). We were selected to participate in this initial roll-out to sample agencies about two years ago. For our continued participation in the project, Police Administrative Supervisor Julie McCullough, will need to attend the training for our region which will be held in St. Louis Missouri from September 19th to the 21st. Travel costs associated with this will be reimbursed by the FBI.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize Police Administrative Supervisor Julie McCullough to travel out of state to attend the FBI NCS-X training in St. Louis Missouri, from September 19th to the 21st.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u> Travel and lodging will be reimbursed by the FBI.	



Brainerd City Council Agenda Request

P+F 3
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Council Chambers Audio Enhancements

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Shawn Strong, IT/GIS Coord	Department: IT/GIS (Administration)
Presenter (Name & Title): same	Estimated Time Needed: 5 min
Summary of Issue: Notice was sent out to six local audio vendors to solicit quotes for improvements to the audio system in the Council Chambers. Three came for a walk through of chambers and provided quotes.	
Alternatives, Options, Effects on Others/Comments: Option 1: Leave audio as-is, uses microphones correctly to improve sound, continue use of digital recorder. Option 2: Accept Music General quote Option 3: Accept Digital Horizons quote Option 4: Accept TomsTV quote	
Recommended Action/Motion: Staff recommends Option 3 - Accept Digital Horizons quote.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ 6,905.34 Is this budgeted? ☒ Yes ☐ No Please Explain: Project costs were suggested to not exceed \$7,500	

MEMO

TO: City Council
FROM: IT/GIS Coordinator, Shawn Strong
DATE: May 15, 2017
RE: Council Chambers Audio Improvements

Staff contacted six local audio vendors to improve the audio system within the council chambers, three vendors walked through the council chambers and submitted proposals.

The initial request included the following items and suggested a budget not to exceed \$7,500.

- Evaluate 17 microphones, make recommendation
- Replace speakers as needed
- Add digital audio recording solution
- Ensure compatibility with existing video system
- Advise on other improvements

Summary of Proposals

Music General: Replace 9 mics, replace 2 existing speakers with new, and add a digital recorder. Existing analog mixer, amp, etc would all remain in place.

Digital Horizons: Replace existing analog mixer with 2 digital mixers, add five speakers above ceiling, add a digital recorder. Existing mics and amp would remain.

TomsTV: Add 13" extensions to 15 mics, add new amp and five new speakers, add digital recorder. Existing analog mixer remains in place.

Proposal costs are broken down on the following spreadsheet.

Staff is recommending accepting Digital Horizons' proposal. Their proposal eliminates the analog mixer and replaces the 2 wall speakers with 5 speakers in the ceiling. Microphones would be repositioned for improved pickup.

Council Chambers Audio Improvements
Proposal Cost Breakdown

	Music General		Digital Horizons		TomsTV	
	Qty	Cost	Qty	Cost	Qty	Cost
Microphones	9	2,511.00				
Mic Extensions					15	179.85
Speakers	2	390.00	5	545.00	5	1,999.95
Recorder	1	279.00	1	250.00	1	599.99
Amp					1	624.77
Mixer			2	3,896.86		
Miscellaneous			shelf	37.19	adapter	69.99
			mount	112.00	mount	149.95
			power	84.29	wiring	28.99
			parts	60.00	wiring	79.92
					parts	172.45
Labor		1,440.00		1,920.00		3,022.75
		4,620.00		6,905.34		6,928.61
Optional Additions			replace 9 mics	3,522.00		



(218)829-0076
Fax (218)829-3416
416 South 7th St., Brainerd, MN 56401
www.musicgeneral.com

Quotation

Quote Number:
80612M

Quote Date:
Apr 28, 2017

Page:
1

Quoted to:
City of Brainerd
501 Laurel St.
Brainerd, MN 56401

Customer ID	Good Thru	Payment Terms	Sales Rep
Bra13	5/28/17	Net 15 Days	

Quantity	Item	Description	Unit Price	Extension
9.00		Shure MX18DC?S Desktop microphones with built in preamp, shock mount, and stand	279.00	2,511.00
1.00		Gemini DRP-1 Hard disc recorder	279.00	279.00
2.00		JBL Control-25 speakers with mounts	195.00	390.00
		Labor: install mics, remount existing mic and residue from marble counter top, install speakers in front ceiling of council room, interface with existing A/V gr		1,440.00
			Subtotal	4,620.00
			Sales Tax	
			Total	4,620.00

Digital Horizons, LLC
phone: 218-330-4140
e-mail: chris@digitalhorizonsmn.com
web: www.digitalhorizonsmn.com



Proposal: Audio System Update

Prepared for:
Shawn Strong

Prepared by:
Chris Schucker
on
5/9/2017

About Digital Horizons, LLC:

Digital Horizons, LLC was founded in May of 2013 in Brainerd, Minnesota with the goal of providing a superior audio & video experience for its clients. Being a locally owned and operated business, our customers and their opinion of us is vital to our success. Listening to our clients and meeting their needs is why our business thrives based almost entirely on referrals.

The company's owners, Chris Schucker and Scott Johannes, met in 2005 and over the years of working together developed a great synergy and decided to branch out and represent themselves and founded Digital Horizons. Combined the two have over 20 years of experience in the industry and thoroughly enjoy the everyday challenges that arise within the dynamic industry that is custom audio & video installation.

Our Mission:

We believe in old school values and are proud to continue these traditions where businesses are honest in their practices and deliver high quality, reliable products and make them available for a fair price. Our company mission is to provide high quality and easy to use audio & video systems. We strive to be available to our clients at all times, (before and after the installation), and to make decisions and recommendations with the best interest of our clients in mind. We do not strive to make the most money (at the expense of poor customer service) or be the largest company (bigger is not always better in our book), but rather strive to build a strong resilient company that focuses on a quality experience for its customers.

Goals and Objectives:**Statement of Work:****Recommendations:****Included with every Purchase from Digital Horizons, LLC:**

All work performed by Digital Horizons will carry a 1 year labor warranty. Our 1 year warranty covers workmanship deemed to be defective under normal conditions of use. Any warranty on products is that of what is provided by the individual manufacturer. Labor costs to replace products covered under the manufacturer's warranty beyond our 1 year labor warranty is the responsibility of the end user.

If an issue arises with a product or service provided by Digital Horizons the end user should contact Digital Horizons *as soon as possible* at 218-330-4140 or by e-mail at info@digitalhorizonsmn.com for a resolution. A representative of Digital Horizons will, in good faith, determine the issue at hand and discuss options with the end user.



Date	05/09/17
Proposal #	DHZQ1701

Qty	Mfg	Description	Price (ea)	Price (total)
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This proposal includes all of the equipment, installation, programming, and misc. materials to install the described below audio system update in the City of Brainerd council chamber halls in City Hall.

The existing audio equipment rack will have its contents emptied and anything not being carried over to the new system will be set aside for disposal by city staff. The core of the audio system update will be the installation of two digital audio matrix mixers - all audio signals will pass through these units (17 microphones, one auxiliary unbalanced audio connection) and will be digital processed and sent out to the speaker amplifier or audio recorder (more on this later). These audio processors will be setup and calibrated for all of the inputs and the audio outputs will be setup for proper audio reproduction and front panel controls will be locked out to prevent unnecessary adjustments of settings. The lack of something like this, with proper setup, is the real short coming in the room - there is no proper adjustment capabilities for the microphones nor timing delays to prevent feedback issues, which ultimately requires you to keep the microphones turned down to counteract that. These processors will also allow for the gating of microphones, which will prevent audio from passing through to the speakers when microphones are not being used - further preventing feedback issues and allowing for more signal to pass through microphones actually being used.

Four new speakers will be installed above the existing suspended ceiling (requiring the assistance of staff to remove parts of the wood grid system). The new speakers will be suspended from support structure above the suspended ceiling (the ceiling tiles are acoustical tiles and cannot support the weight of the speaker - this may require us to anchor into the concrete above - TBD). We will re-use the existing Bogen amplifier and wiring to power these new speakers.

Replacing the microphones with those that have a longer extension did not fit in the budget and we think the combination of moving the existing 'main dias' microphones closer to the council members and installing proper audio processors will have a greater benefit than replacing microphones without proper processing (doing both would be ideal, of course). As necessary the wiring for these microphones will be extended so they can be placed optimally.

A basic audio system recorder will be installed for recording the meeting audio onto a solid state recording device. The unit will record to an SD card and will be capable of manual operation or automatic recording (based on incoming signal levels). Once finished with a meeting you will simply press 'stop', wait a short duration for the file to be written / finished and remove the SD card for data archival.

Operation of the system will be automatic once it is powered on - no adjustments or settings will be needed, except for a possible quick visit after a council meeting to make small adjustments to microphone or speaker levels after a real world use scenario. Turning the system on will be simply flipping the power switch on or off at the beginning / end of each meeting.

We have included two optional items at the end of the proposal - these items are not included in the proposal total. One is for installing (9) new long gooseneck microphones - one for each of the nine positions on the main dias. The other is for a new power distributor / surge protector with power sequencing, which would ensure the amplifier is last on / last off to prevent possible damage to speakers.

This installation will take at least 3 days to complete.

CITY HALL COUNCIL CHAMBERS

1	Client provided	Client provided equipment - Speaker wiring	\$0.00	\$0.00
17	Client provided	Client provided equipment - Microphone wiring	\$0.00	\$0.00
9	Client provided	Client provided equipment - Tabletop micropone - Main dias (Audio Technica,PRO 47T)	\$0.00	\$0.00
6	Client provided	Client provided equipment - Tabletop micropone - Side dias (Audio Technica PRO 47T)	\$0.00	\$0.00
1	Client provided	Client provided equipment - Gooseneck microphone - On mic stand (CDA CTA-18)	\$0.00	\$0.00
1	Client provided	Client provided equipment - Gooseneck microphone - On mic stand (Samson CM20P)	\$0.00	\$0.00
1	Client provided	Client provided equipment - Audio amplifier (Bogen C35)	\$0.00	\$0.00
1	Client provided	Client provided equipment - Wall mounted equipment cabinet	\$0.00	\$0.00
1	Client provided	Client provided equipment - 32GB SD card	\$0.00	\$0.00
2	ClearOne	Professional audio digital matrix mixer	\$1,948.43	\$3,896.86
1	Strong Racks	Fixed Rack Shelf 1U	\$37.19	\$37.19
5	Bogen	Cable mounting kit (speaker)	\$22.40	\$112.00
5	Bogen	6.5" In-ceiling Speaker	\$109.00	\$545.00
1	Tascam	Solid state audio recorder	\$250.00	\$250.00
1	Audio Technica	Single channel phantom power supply	\$84.29	\$84.29
24	Digital Horizons	Digital Horizons product installation	\$80.00	\$1,920.00
1	Digital Horizons	Misc. parts & materials	\$60.00	\$60.00
SubTotal				\$6,905.34

REPLACEMENT MICROPHONES OPTION

9	Audio Technica	Micropone desk stand (Optional)	\$69.00	\$621.00
9	Audio Technica	Condenser Quick-Mount Gooseneck Microphone (23.75" length) (Optional)	\$269.00	\$2,421.00
6	Digital Horizons	Digital Horizons product installation (Optional)	\$80.00	\$480.00
1	Digital Horizons	Misc. parts & materials (Optional)	\$0.00	\$0.00
SubTotal				\$0.00

POWER SEQUENCER OPTION

1	Furman	15A Power sequencer (Optional)	\$235.00	\$235.00
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0.75	Digital Horizons	Digital Horizons product installation (Optional)	\$80.00	\$60.00
		SubTotal		\$0.00

Sub Total	\$6,905.34
Sales Tax	\$0.00
Total	\$6,905.34

Accepted by: _____ Date: _____ PO: _____

All information contained within this document is valid for the next 30 days. Thereafter, all prices and applicable charges are subject to change.

Contract for Services Rendered

This is a contract entered into by **Digital Horizons, LLC** (hereinafter referred to as "the Provider") and **City of Brainerd** (hereinafter referred to as "the Client") on this date, **May 8th, 2017**.

The Client hereby engages the Provider to provide services described herein under "Scope and Manner of Services." The Provider hereby agrees to provide the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Scope and Manner of Services

Services To Be Rendered By Provider: Proposal DHZQ1701

Payment Schedule

30% Acceptance / 40% Equipment Ordering / 30% Final

- A deposit of **30%** is due upon acceptance
- Products must be paid for in full prior to delivery and installation
- Final balance, typically **30%**, to be due upon final invoice

Payment for Services Rendered

The Client shall pay the Provider for services rendered according to the Payment Schedule, within **30** calendar days of the date on any invoice for services rendered from the Provider.

Should the Client fail to pay the Provider the full amount specified in any invoice within **30** calendar days of the invoice's date, an interest rate of **1** percent per month shall accrue.

Applicable Law

This contract shall be governed by the laws of the County and State where work is to be performed and any applicable Federal law.

Signatures

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

(Printed Name of Client or agent)

(Printed Name of Provider or agent)

(Signature of Client or agent) (Date)

(Signature of Provider or agent) (Date)



AUDIO VIDEO TECHNICAL SERVICES

Custom Audio & Video System

Custom Designed
for

City of Brainerd Council Chambers

TOM'S TV Inc. and AUDIO VIDEO TECHNICAL SERVICES, a division of TOM'S TV is the north countries leading custom electronics design and installation company. Since 1979, our reputation for quality, innovation and professionalism has been carefully built with thousands of successful installations throughout the United States.

This proposal represents a design carefully prepared with your requirements, our experience and industry standards all balanced to form a workable plan.

Please evaluate this proposal to determine if it meets your needs and budget. TOM'S TV design flexibility allows us to easily modify this proposal to truly meet your expectations. This plan can be fully implemented at this time or in stages as your needs grow.

Investing in quality electronics and having them properly installed will provide you with many years of trouble free service and enjoyment. Please let me know how I can help make your ideas become reality.

Dana Uhrich
Audio & Video Designer

City of Brainerd Council Chambers
Custom Audio & Video System

Proposal: 3540-00

5/11/2017 Section: 1 Page: 1

TOM'S TV

SYSTEM DESIGN

This proposal represents a design carefully prepared with your requirements, our experience and industry standards all balanced to form a workable plan.

COUNCIL CHAMBERS

This area includes the following products and features:

1 ea	AGPTEK - PC000016-141015 - HDMI ADAPTER - AGPTEK 1080P HDMI TO HDMI + AUDIO SPDIF + RCA L / R AUDIO EXTRACTOR /	69.99	69.99
15 ea	ATLAS - GN-13E - MICROPHONE - GOOSENECK MIC	11.99	179.85
5 pr	JBL - CONT251 - COMMERCIAL AUDIO - 5.25" 70V 8 OHM 2 WAY SPEAKERS BLACK	399.99	1,999.95
5 pr	JBL - MTC28/25CM - MOUNT - CEILING MOUNT ADAPTERS	29.99	149.95
1 ea	TASCAM - SS-R100 - COMMERCIAL AUDIO - COMPACT FLASH RECORDER	599.99	599.99
1 ea	TOA - A-906MK2 - AMPLIFIER - 60 WATT AMPLIFIER	624.77	624.77
1 ea	TOM'S TV - SPKR 25V - PRE-WIRE - WIRING TO SPEAKER LOCATION	28.99	28.99
8 ea	TOM'S TV - SPKR 25V 2ND+ - PRE-WIRE - WIRING TO ADDITIONAL	9.99	79.92

	Unit	Total
COUNCIL CHAMBERS TOTAL:		\$3,733.41

City of Brainerd Council Chambers
Custom Audio & Video System

Proposal: 3540-00

5/11/2017 Section: 2 Page: 1

TOM'S TV

PRODUCT SUMMARY

- 1 ea AGPTEK - PC000016-141015 - HDMI ADAPTER - AGPTEK 1080P HDMI TO HDMI + AUDIO SPDIF + RCA L / R AUDIO EXTRACTOR / CONVERTER

Description:

The HDMI to HDMI converter allows the HD Source connected to single HD Display and adds extra one L+R and SPDIF audio out port.

Our devices offer solutions for noise, space and security concerns, data center control, information distribution, conference room presentation, school and corporate training environments.

This devices can extract the digital 2CH PCM stereo audio signal from the HDMI input and convert it to 2CH analog stereo output through its RCA style L/R analog output AND SPDIF output at the same time. The SPDIF output can support 5.1CH audio including Dolby Digitla 5.1CH and DTS 5.1CH; it does NOT support Dolby Digital Plus and PCM 5.1CH and beyond.

- 15 ea ATLAS - GN-13E - MICROPHONE - GOOSENECK MIC

13" Long , 5/8 inch diameter, Black

- 5 pr JBL - CONT251 - COMMERCIAL AUDIO - 5.25" 70V 8 OHM 2 WAY SPEAKERS BLACK

5.25" woofer with woven fiberglass cone, 3/4" PEI diaphragm tweeter with fluid cooling, wide 100 x 100 degree coverage, 100W in direct 8 Ohm setting plus built in 30W 70V / 100V multi-tap transformer (70V: 30W, 15W, 7.5W, 3.7W, 100V: 30W, 15W, 7.5W), 60 Hz to 20 kHz, contemporary, high design appearance, built in InvisiBall mounting hardware, weather resistant enclosure and transducers, black.

- 5 pr JBL - MTC28/25CM - MOUNT - CEILING MOUNT ADAPTERS

For Control 28 and Control 25, black.

- 1 ea TASCAM - SS-R100 - COMMERCIAL AUDIO - COMPACT FLASH RECORDER

The Tascam SS-R100 solid state recorder is designed for the broadcast and contractor markets. Record in WAV & MP3 to Compact Flash, SD/SDHC and USB memory. It features unbalanced and coaxial digital I/O. It also supports the RC-20 direct play remote for up to 20 tracks of flash start (sold separately).

Tascam SS-R100 Features:

Supports CF, SD/SDHC and USB Memory

Supports RC-20 remote control device (soldseparately)

Multiple playback modes including continuous, single, programmed (up to 99 tracks), random, repeat, A-B, and power-on play.

Playback speed control with +/-16% pitch control and +/-6 semi-tone KEY control in semi-tone steps

Complete connectivity with RCA unbalanced I/O and coaxial S/PDIF I/O

Key Lock

Incremental play - resume play

Mono mix playback

Time search / skip

City of Brainerd Council Chambers
Custom Audio & Video System

Proposal: 3540-00 v1

5/11/2017 Section: 2 Page: 2

TOM'S TV

PRODUCT SUMMARY

1 ea TOA - A-906MK2 - AMPLIFIER - 60 WATT AMPLIFIER

- Modular Output Design

Eight expansion output slots house modules that provide line or microphone level connections.

- 25 and 70 Volt Operation

The mixer/amplifier is capable of 70 Volt operation, suitable for long speaker runs throughout offices, airports, hospitals, restaurants, etc.

- Paging Priority Modes

A Dual Mute Bus permits multiple levels of paging priority using optional mute-type modules.

- External Mute Terminals

Accommodate external mute switchers for remote mute operation.

- Remote Master Volume Terminals

Enable remote master volume control.

- Low Cut Filter

A master low-cut filter switch eliminates low frequency noise and rumble.

- Auxiliary Output

1 ea TOM'S TV - SPKR 25V - PRE-WIRE - WIRING TO SPEAKER LOCATION

25v speaker pre-wire for the first speaker in the immediate area.

8 ea TOM'S TV - SPKR 25V 2ND+ - PRE-WIRE - WIRING TO ADDITIONAL SPEAKERS IN AREA

25v speaker pre-wire for any number of speakers beyond the first speaker in any particular area.

**City of Brainerd Council Chambers
Custom Audio & Video System**

Proposal: 3540-00

5/11/2017 Section: 3 Page: 1

TOM'S TV

AREA SUMMARY

COUNCIL CHAMBERS	\$3,733.41
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	<u>System Price</u>
Products:	3,733.41
Installation:	3,022.75
Parts & Materials:	172.45
Sub Total:	\$6,928.61
Tax:	545.97
Grand Total:	\$7,474.58



Proposal: 3540-00

5/11/2017 Section: 4 Page: 1

AUDIO VIDEO TECHNICAL SERVICES

City of Brainerd Council Chambers

Custom Audio & Video System

Professional Affiliations

TOM'S TV is a member of the Mid Minnesota Builders Association. Tom's TV guarantees the highest audio & video performance, reliability and visual esthetics. Design considerations include acoustics, noise control, intelligibility and musicality. All cable and connectors meet or exceed commercial codes.

Guarantee

System includes a one year parts & labor warranty.
Warranty covers manufacturing defects, not misuse or normal wear.

Payment Terms

50% Deposit due upon acceptance	\$3,737.29
50% Payment due upon completion	\$3,737.29 Estimated

Electronics & Installation

	<u>System Price</u>
Prices quoted are guaranteed until: 6/10/2017	
Products:	3,733.41
Installation:	3,022.75
Parts & Materials:	172.45
Sub Total:	6,928.61
Tax:	545.97
Grand Total:	7,474.58

Dana Uhrich
Audio & Video Designer



Proposal: 3540-00

5/11/2017 Section: 5 Page: 1

AUDIO VIDEO TECHNICAL SERVICES

City of Brainerd Council Chambers**Custom Audio & Video System**

Agreement

TOM'S TV will provide the equipment and the design and installation services described in this proposal. Changes to this proposal will require a written or verbal change order and prices will be revised in accordance with these changes. TOM'S TV requires a **4 week** notice prior to the start of each phase of the installation. The deposit and this contract signed, are required for scheduling. Payments must be made in accordance with the terms of this proposal in order to meet the installation dates specified.

Guarantee

System includes a one year parts & labor warranty.
Warranty covers manufacturing defects, not misuse or normal wear.

Payment Terms

50% Deposit due upon acceptance	\$3,737.29
50% Payment due upon completion	\$3,737.29 Estimated

Electronics & Installation

Prices quoted are guaranteed until: 6/10/2017

	<u>System Price</u>
Products:	3,733.41
Installation:	3,022.75
Parts & Materials:	172.45
Sub Total:	6,928.61
Tax:	545.97
Grand Total:	7,474.58

Date: _____

Date: _____

Dana Uhrich - Audio & Video Designer

City of Brainerd Council Chambers
Custom Audio & Video System

Proposal: 3540-00

5/11/2017 Section: 6 Page: 1

TOM'S TV

SYSTEM DESIGN GOALS

There are two primary principles which determine the content of your system. First, we create a system design that precisely matches your individual needs and wants for sound and styling. Second, we make every attempt to insure that the system is as easy to operate as possible.

OPTIMUM PERFORMANCE AND SEAMLESS INTEGRATION

Your system has been carefully engineered to blend with the architecture and interior decor of your home, while providing the best possible performance. Your system designer will work with your architect, interior designer, builder or cabinetmaker to assure that the system installation meets their and your aesthetic requirements.

Meticulous attention to detail is paid to ensure that your system will not only look and sound great, but will also compliment the design of your home.

SIMPLICITY OF OPERATION

We realize that a system which is easy to operate, for all family members, will be used and enjoyed more often than a system that is not.



Brainerd City Council Agenda Request

P+F 4
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Revised Technology Use Policy with Attorney Revisions

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: HR Coordinator Kris Schubert	Department: Administration
Presenter (Name & Title): Kris Schubert & Shawn Strong	Estimated Time Needed: 5 minutes
Summary of Issue: At the Council meeting held December 19, 2016, the City Council approved an updated Technology Use Policy subject to the review and approval by our City Attorney. Since that date several revisions and discussions have taken place between our IT Staff and Attorney Christian Shafer who specializes in employment law at the Ratwik, Roszak & Maloney Law Firm (our City Attorney's firm). Attached is the Technology Use Policy as revised by our City Attorney and recommended for approval by our City and BPU IT Staff. Since there were multiple changes from the December version, we are presenting the updated Technology Use Policy for final approval.	
Alternatives, Options, Effects on Others/Comments: After the policy is adopted, we will require all employees to attend mandatory training regarding the new policy including additional training for supervisors. The training is tentatively scheduled for May 18th and will be conducted by Attorney Christian Shafer. We will have both the employee and supervisory sessions recorded. That way all employees will be able to review to alleviate overtime for the mandatory attendance and the recording can be shared with new hires in the future as well.	
Recommended Action/Motion: Motion to approve the Technology Use Policy as revised by our City Attorney.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>unknown</u> <i>Is this budgeted?</i> ☒ Yes ☒ No <i>Please Explain:</i> An estimated training cost will be provided at the Committee meeting.	

Technology Use Policy

City of Brainerd / Brainerd Public Utilities

General Information

This policy serves to protect the security and integrity of the City of Brainerd and Brainerd Public Utilities ("City") electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to audit, monitor, and inspect, without notice, without the user's consent, and for any reason or no reason, employees' use of its computers and related equipment and all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. An audit may result in the removal of hardware and/or software not compliant with this policy, revocation of permission to use the City's computers and/or related equipment, employee discipline, up to and including immediate termination, and/or criminal charges, depending on the nature of the violation.

All City owned equipment, including the City's computers and related equipment, and e-mail accounts, are City property and subject to inspection by the City at any time, without notice, and for any reason or no reason at all. Users should have no expectation of privacy. In addition, the City is subject to the Minnesota Government Data Practices Act and other laws governing the collection, storage, use, and disclosure of data. All files and documents, including personal messages and internet logs, created, received, collected, maintained, or generated by City employees or using the City's computer and/or related equipment are subject to those laws and may be disclosed in certain circumstances without the permission of the employee or user.

Beyond this policy, IT staff may distribute information regarding precautions and actions needed to protect City systems; all employees are responsible for reading and following the guidance and directives in these communications.

Users should notify IT staff upon learning of violations of this policy. As discussed above, violation of this policy may result in the removal of hardware and/or software not compliant with this policy, revocation of permission to use the City's computers and/or related equipment, employee discipline, up to and including immediate termination, and/or criminal charges, depending on the nature of the violation. All violations will be addressed consistent with the City's Personnel Policies or applicable union contract.

Data Privacy and Retention

Under the provisions of the Minnesota Data Practices Act, all data stored on computers, related equipment, and media owned, leased or rented by the City is considered to be owned by the City is subject to the Minnesota Data Practices Act, which governs its use and dissemination and data classification. All data is also subject to review and investigation at the discretion of the department heads, IT staff, and/or law enforcement. The City IT Staff should be contacted with questions regarding the classification of public and private data.

Data Ownership: All information developed or introduced to a City computer or related equipment by a user in conjunction with employment with the City is the property of the City.

Data Storage: All City data must be saved to a network drive on a City server.

Data Deletion: Users are responsible for deleting outdated files that are no longer needed for compliance with of the City Records Retention Schedule; this includes data files and email messages. The City IT staff should be contacted with questions regarding the City Records Retention Schedule.

Data Back-up: The IT department backs up all data stored on the file servers. Workstation hard drives or any other devices are not backed up.

Password Protection: If any software product that the City has purchased has the option to have file's password protected, the password must always be shared with the appropriate management personnel and/or the IT staff.

Personal Use

The City offers employees the privilege of personal use of City-owned computers and related equipment. Personal use is allowed under the following guidelines listed below and only during break times or before/after normal business hours:

- Employees shall not connect personal peripheral tools or equipment (such as cell phones, USB drives, flash cards, disks, digital cameras, or printers) to City-owned systems, without prior approval from the IT staff. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.
- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. IT staff may delete these types of files if found on City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for: illegal activities, personal business interests, for-profit ventures, political activities, outside employment, any other public office or employment which is incompatible with City

employment responsibilities as determined by the City Administrator, wagering, betting, or selling chances, annoying or harassing other individuals, fund-raising except for City-approved activities, religious activities, pornographic, obscene, or indecent images or content, forwarding junk E-mail, advertisements, or chain E-mails, or other uses deemed by City management to be inconsistent with City activities.

- The City reserves the right to use management software to monitor end user activity. This software may monitor and limit internet activity.

Hardware

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your supervisor, who will forward the request to the IT staff.

The City will not supply laptop computers based solely on the desire of employees to work offsite. A business need will be required for each laptop deployment and must be approved by the employee's supervisor and department head. Laptops will only be issued to employees who: regularly use their laptop offsite; require a laptop for access to special software or systems; have a documented business need for a laptop; and/or require the use of a full computer while traveling

Only City staff may use City owned computer equipment. Use of City equipment by family members, friends, or others is prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City employees are expected to provide reasonable security to all City-owned computers and related equipment. This includes ensuring that passwords are not written down in accessible places. Removable media must be kept in a secured area. Non-public, private, and/or confidential data must not be displayed in such a manner that unauthorized personnel or others can view it. All City-owned computers and related equipment must be secured while off City premises. For instance employees must not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment must not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being powered on.

Software

In general, the City will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your supervisor, who will forward the request to the IT staff.

Employees shall not download or install any software on their computer without the prior approval of the IT staff. Exceptions to this include updates to software approved

by IT such as Microsoft updates, anti-virus, anti-malware, Java, Adobe Reader/Flash, etc. IT staff may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Electronic Mail

The City provides most employees with an email address for work-related use. Minimal personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies. Using the City's email to participate in any kind of personal listservs or mailing list is prohibited.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Do not open email attachments or links from an unknown sender. Review sender's email address, date/time, subject line, and name and file type of attachments to verify legitimacy/relevance. Delete junk or "spam" email without opening. Do not respond to unknown senders.
- Never transmit an email that you would not want your supervisor, other employees, members, city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic Calendars

A shared calendar environment is provided as part of the City's email software program (Microsoft Exchange/Outlook). All employees are encouraged to keep their electronic calendar up to date and may grant relevant staff the ability to view their calendar. All employees are encouraged to utilize the out of office automatic replies for known absences.

Phone/Voicemail

Voicemail that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage. All other voicemails should be deleted from the voicemail system (and email system) when no longer needed. Employees should contact the City IT staff with any questions about voicemail storage and/or deletion.

Presence/Instant Messaging

Employees who are provided with the City's presence / instant messaging (IM) software should remain logged in and may utilize it for communications between city staff. Similar to email, instant messaging is considered public data and may be subject to ediscovery and information requests. Employees are not allowed to download or install any other IM software on their City computer.

Intranet

Employees should keep the Intranet as their web browser home page and are encouraged to utilize the announcements/links/calendars to remain informed and share information with other staff.

Storing and Transferring Files

If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private data under the Minnesota Government Data Practices Act or other law, employees must check with IT Staff before deleting or releasing the information or file in question. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact IT staff.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files should be stored on network drives. IT staff will not back up documents stored on local computer hard drives, and hold no responsibility for recovery of documents on local computer hard drives should they fail. Subject to the provisions of this policy, files may be temporarily stored on a laptop hard drive when an employee is offsite; however, the files should be copied to the network as soon as possible.
- Electronic files created on an employee's home or personal computer must not be transferred to the City's network. City-related files should not be created or stored on an employee's personal computer.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) when no longer needed but should not be retained by employees for more than three months.
- Electronic files or emails that contain nonpublic, private, or confidential data should be stored in a location on the City's network that is properly secured.

Any files containing nonpublic, private, or confidential data should not be stored anywhere other than the City's network. Employees must obtain the prior written approval of their supervisor before taking any file containing nonpublic, private, or confidential data offsite.

Personal Devices

Employees with prior approval may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City's email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Passwords

Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords must be at least eight characters long and include at least three of the following: lowercase character; uppercase character; a number; and non-alpha-numeric character (e.g., *, &, %, etc.). (Example: JOyfully!) Password requirements may be changed as necessary as determined by IT staff.
- Passwords should not be shared with anyone including other staff. If it is necessary to access an employee's computer when he or she is absent, contact your supervisor; IT staff will not provide access to staff accounts without prior approval.
- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords when prompted or as scheduled by IT staff.
- Computers should not be left unattended while a user is logged in - either lock the computer when away (Ctrl+Alt+Del) or use a timed screen saver that will require a password to unlock upon return.

Network Access

Non-City-owned computer equipment used in the City's building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City's computer network via a network cable. Exceptions may be granted by IT staff.

Personal computer equipment may not be connected to the City's network without prior approval of the IT staff. Personal equipment may be subject to password requirements or other electronic security measures as determined by IT staff.

Staff shall not attempt to circumvent or disable firewalls, anti-virus/anti-malware software, software updates and patches, network/computer security settings, or any other measures put in place to protect the network. If access to necessary resources is obstructed, notify supervisor and/or IT staff to explore options.

Remote Access to the Network

Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections. While remotely connected to City computer resources, all aspects of the City's Technology Policy will apply, including the following:

- Remote access to the City's network including Outlook Web Access requires a request from a supervisor. Remote access privileges may be revoked at any time by an employee's supervisor, department head, or IT staff.
- If remote access is from a non-City-owned computer, updated security software (anti-virus and anti-malware) must be installed and operational, and all critical operating system updates must be installed prior to connecting. Failure to comply could result in the termination of remote access privileges.
- Remote access/assistance from third parties is not allowed without prior approval from IT staff. When remote access/assistance from a third party is granted, their activities must be monitored.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections that are not secure could pose a security risk if used to transmit City passwords or private data. Unsecure wireless connections may include cellular networks and wireless access points unless proper security protocols are in place.

Security Compromise

If a virus or malware is suspected, IT staff must be notified immediately. All other indications of computer/network security compromise must also be reported to IT staff immediately.

Internet

The internet is available to employees for research, education, and communication directly related to the mission, charter, and tasks of the City. Users must honor copyright laws regarding protected commercial software and intellectual property. Users accessing the internet through the City's computers and related equipment should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource. Users are also responsible for adhering to City standards when browsing the internet. Failure to adhere to City standards puts the City and the individual at risk of legal or financial liabilities, potential embarrassment, and other consequences, including immediate termination of employment and other disciplinary actions. The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.

- Approved web browsers include Internet Explorer, Mozilla Firefox, and Google Chrome. Usage of other browsers requires prior authorize from IT staff.
- Browsing history including cookies, passwords, and temporary files should be cleared from web browsers frequently or set to automatic.
- Limited personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- City data should not be stored in any cloud-based application without prior authorization from supervisor and IT staff.
- If an employee's use of the Internet is compromising the integrity of the City's network, IT staff may temporarily restrict that employee's access to the Internet. If IT staff does restrict access, they will notify the employee and the employee's supervisor as soon as possible, and work with the employee and supervisor to rectify the situation.
- Social media use on City owned computers should be limited to maintaining the City's social media presence. Personal use of social media on City owned computers is discouraged.
- Peer-to-peer software/applications are not permitted.

The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's supervisor.

Personal Social Networking on City-Owned Computers and Related Equipment

Employees should not use City-owned computers or related equipment to post to personal sites, including social networking sites. Employees' personal use of City-owned computers and related equipment should be minimal and must not interfere with their work duties. All personal social networking and other personal use of the City-owned computers and related equipment must comply with the terms of this policy.

Personal Social Networking While Off Duty and the City's Responsibility

The City of Brainerd has a duty to protect the reputation of the organization and its employees as well as guard against any liability and potential legal risk regardless of when and where social networking activity occurs. With this in mind, employees must use social media in a manner that follows the following guidelines:

- Individuals should exercise caution and good judgment when social networking.
- Individuals shall not represent that they are speaking or acting on behalf of the City or presenting any interests of the City.
- Individuals are not permitted to display the City of Brainerd logo on any part of their online profiles.

- Individuals never have the right to post non-public, private, or confidential data, such as information related to coworkers personnel data, medical information, or claims or lawsuits against the City, without obtaining the express written consent of the data subject and/or City Administrator, as appropriate.
- Individuals who use personal social media accounts are not immune from the law. In general, all users of social networking should be aware that the content of these social networking sites can be subpoenaed and used in criminal and civil trials.
- Individuals need to be aware that they have no reasonable expectation of privacy when social networking and use of personal social media accounts are subject to all pertinent City policies, as well as local, state and federal laws.
- Content that violates existing City policies that exhibit hate, bias, discrimination, pornography, libelous or otherwise defamatory content will not be tolerated.

**Technology Use Policy
City of Brainerd / Brainerd Public Utilities**

Employee Acknowledgement and Agreement

I have received and read the above policy and have had an opportunity to ask any questions. I understand that my failure to follow this policy may result in disciplinary action, including revocation of system privileges or termination.

Employee Signature

Date

Employee Printed Name

Department



Brainerd City Council Agenda Request

P&F 5
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Settlement Agreement for IBEW Grievance 2017-1

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: HR Coordinator Kris Schubert	Department: Administration/HR
Presenter (Name & Title): HR Coordinator Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: On March 28th, the IBEW Union representing the Administrative Support Group filed Grievance No. 2017-1 alleging that the City failed to offer overtime to bargaining unit members prior to using non-bargaining unit employees (supervisors) to complete the work. The City denied the grievance and suggested that we meet to discuss with a desire to settle this dispute through negotiations without further proceedings. On April 20th, City Administrator Thoreen and I met with Union representatives. We reached a tentative agreement to resolve the grievance. At this time, a draft agreement has been prepared and reviewed by the City Attorney. We are currently awaiting the union's review and consideration.	
Alternatives, Options, Effects on Others/Comments: If the Union agrees to and signs the agreement prior to the Committee meeting on Monday night, Staff will present the agreement for the Committee's review and consideration.	
Recommended Action/Motion: An update will be provided at the 5/15/17 P & F Committee meeting.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

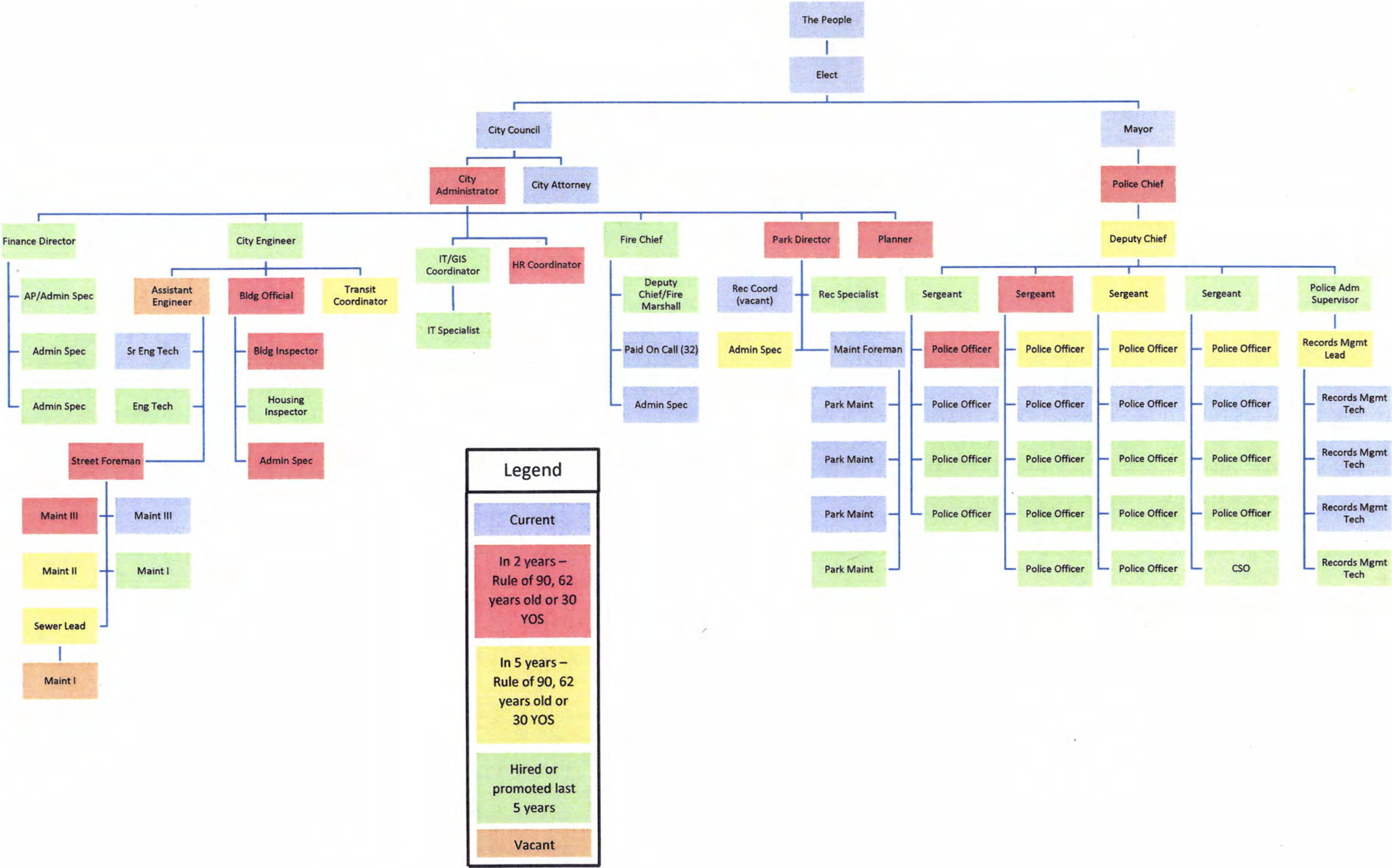
P+F 6
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Discussion of Workforce Potential Changes (per 5/8/17 Workshop)

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title): City Administrator Thoreen	Estimated Time Needed: 15 minutes
Summary of Issue: Attached you will find the current organizational chart for the city in larger print that was shared with council at the May 8, 2017 workshop. The chart is color coded based on those positions that are current, could potentially retire within one to two years, could potentially retire within five years, have been promoted or hired within the last five years, and those positions that are currently vacant.	
Alternatives, Options, Effects on Others/Comments: The information is included for your additional review and discussion.	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	

City of Brainerd, Minnesota – Organizational Chart
May 8, 2017





Brainerd City Council Agenda Request

P+F 7
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: PTO Study Committee Update

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title):	Estimated Time Needed: 5 minutes
Summary of Issue: Attached please find a copy of the basic outline for the City employee/employer review of the pro's and con's of Paid Time Off as opposed to our current practice of granting vacation and sick leave. Council member Hilgart reviewed the binder a couple months ago and offered suggestions. Unfortunately I have delayed the "roll out" of this study. I seek your concurrence with the time frame and the format.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> Nominal amount for production of materials; potential costs for presenter from the League of Minnesota Cities	

City of Brainerd
PTO Study Committee 2017

BACKGROUND

As part of the 2017-2018 union settlements, bargaining unit members agreed with the City to undertake an examination of the pro's and con's of adopting a Paid Time Off (PTO) system to replace our current practice of vacation, sick leave, floating holidays or other current options to be out of the workplace. Under the provisions of Meet and Confer, the City seeks to initiate the conversations with all units in order to provide information and engage in a dialogue.

MEMBERSHIP OF COMMITTEE

Union Representation:

Representative

Alternate

- a. IBEW Local 31 (Adm.)
- b. IBEW Local 31 (BPU)
- c. IUOE Local 49 (Street)
- d. IUOE Local 49 (Parks)
- e. Teamsters (PD Sgts.)
- f. LELS (PD Officers)
- g. Steel Workers (Dam)

Management Representation:

- a. HR Coordinator
- b. City Administrator
- c. Finance Director
- d. Council Member
- e. Department Heads (2)
- f. BPU Administration

CHARGE TO THE COMMITTEE PER AGREEMENTS

The Committee is to examine the concept of PTO and to report to both union membership and the City Council the findings of the study. The findings may be accompanied by recommendations, should the Committee determine it appropriate to do so. Both Union and Management respect the process to enter negotiations with each bargaining unit should there be interest to adopt PTO. It is also critically important to Management that adoption of PTO take into account the impact on the City's payroll process.

SUGGESTED TIME TABLE: **2 Hour Sessions**

	<u>Date</u>	<u>Tentative Agenda</u>
1. Initial Meeting	June 7	a. Distribute and review work book; b. Presentation from LMC Specialist; c. Discuss "How we will work and in what process"
2. Session 2	June 21	a. Comparison/applicability of examples
3. Session 3	July 13	a. Gather feedback/study
4. Session 4	July 27	a. To be determined
5. Session 5	August 16	a. Conclude study

Action steps/conclusions from the results of the study may include:

- Recommendation from Union representatives to their membership
- Indication of Council desire to implement PTO
- Place the issue on hold pending further review/negotiation

EXAMPLES OF ADOPTED PTO SYSTEMS

1. Crow Wing County
2. City of Bemidji
3. Stearns County
4. City of St. Louis Park
5. Aitkin County
6. City of Mantorville
7. City of Fairmont

**** Presenter for First Meeting:**

Joyce Hottinger, League of Minnesota Cities

LMC Assistant Human Resources Director

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

May 15, 2017
7:00 p.m.
City Council Chambers

1. Crack Sealing Quotes
2. Event/Street Closure Application – Brainerd High School Triathlon
3. Event/Street Closure Application – American Celebration 4th of July
4. Snow Plow Parking Restriction – Discussion
5. 2017 Transit Bus Purchase Resolution
6. Improvement 14-15 Change Order 7 - Trees



Brainerd City Council Agenda Request

SPW
7

Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Crack Sealing Quotes

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Paul Sandy, Assistant City Engineer	Department: Engineering
Presenter (Name & Title): Jeff Hulsether - City Engineer	Estimated Time Needed: 5 Minutes
Summary of Issue: Per the advertisement for quotes, quotes we solicited and received for Improvement 17-03 - 2017 Crack Sealing.	
Alternatives, Options, Effects on Others/Comments: In total, 4 quotes were received. The low quote was from Anderson Brother's Construction of Brainerd, LLC at a bid cost of \$13,824.00 which is 13.60% under engineer's estimate. The other bid prices from the quotes can be seen on the attached sheets. As you recall, we purchase the material for the crack sealing from the State contract. Staff has purchased 5 pallets of crack filling material and is ready for the contractor to use.	
Recommended Action/Motion: Staff would recommend accepting the quotes from Anderson Brother's Construction of Brainerd, LLC in the amount of \$13,824.00 and authorize proper signatures on the agreements with them.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>Estimated \$13,824.00</u> Is this budgeted? ☒ Yes ☐ No We typically budget for \$25,000 in crack sealing every year. <u>Please Explain:</u>	

5/11/2017

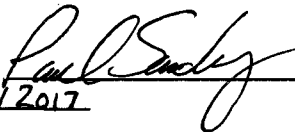
**City of Brainerd
Project Bid Abstract**

Project Name: 2017 CRACK SEALING **Contract No.:** 2017-4
Client: City Of Brainerd Engineering **Project No.:** 17-03
Bid Opening: 05/10/2017 2:00 PM **Owner:** City of Brainerd

	Project: 17-03 - 2017 CRACK SEALING					Engineers Estimate		Anderson Brothers Construction		American Pavement Solutions, Inc.		Fahrner Asphalt Sealers, LLC - Eau Claire	
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	\$1,000.00	\$1,000.00	\$983.00	\$983.00	\$500.00	\$500.00	\$5,000.00	\$5,000.00
3	2331.603	CRACK SEALING		L F	50000	\$0.28	\$14,000.00	\$0.24	\$12,000.00	\$0.27	\$13,500.00	\$0.44	\$22,000.00
2	2563.601	TRAFFIC CONTROL		LS	1	\$1,000.00	\$1,000.00	\$841.00	\$841.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00
	Totals for Project 17-03						\$16,000.00		\$13,824.00		\$14,500.00		\$28,500.00
	% of Estimate for Project 17-03								-13.60%		-9.38%		78.13%

Project: 17-03 - 2017 CRACK SEALING					Engineers Estimate		Allied Blacktop Company	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
3	2331.603	CRACK SEALING	L F	50000	\$0.28	\$14,000.00	\$0.42	\$21,000.00
2	2563.601	TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$7,500.00	\$7,500.00
	Totals for Project 17-03					\$16,000.00		\$31,000.00
	% of Estimate for Project 17-03							93.75%

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

Certified By:  License No. 53635
Date: 05/11/2017



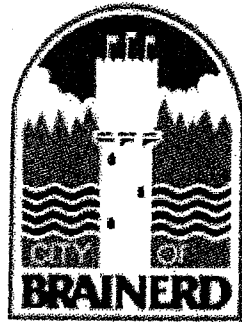
Brainerd City Council Agenda Request

SPW
2
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Event/Street Closure Application - Brainerd High School Triathlon

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Paul Sandy, Assistant City Engineer	Department: Engineering
Presenter (Name & Title): Jeff Hulsether - City Engineer	Estimated Time Needed: 5 Minutes
Summary of Issue: A application for an event/street closure was received by staff for the Brainerd High School Triathlon.	
Alternatives, Options, Effects on Others/Comments: The triathlon starts at the football field and travels down East River Road, Laurel Street, and then connects to the Paul Bunyan Trail where is continues down the trail. The high school typically organizes this event with the Resource Officer at the High School to help with traffic crossings at some intersections before they get to the trail.	
Recommended Action/Motion: Staff would recommend approving the event application for the Brainerd High School Triathlon to be held on 5/20/2017 beginning at 11:00 AM.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Street Closure, Special Event And Festival Application

Brainerd, Minnesota

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

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

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

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

Application for a Street Closure, Special Event and Festival Permit

PART I: GENERAL INFORMATION

Name of the event: Brainerd High School Triathlon
Date(s) of the event: 5-20-2017
Time of event (setup to breakdown): 11:00am - 2pm
Location: _____
Estimated number of attendees: 45

Organizer Information

Organizer's name (Please print): Brainerd High School
Organizer's address: 702 South 5th St. Brainerd
Event contact person: Ellen Fussy
Event contact daytime phone number: (h) _____ (w) _____ (c) 218 831-4869
Event contact persons e-mail address: ellen.fussy@isd181.org
Contact name and phone number to be used on the day of the event: 218 831-4869
(h) _____ (w) _____ (c) _____
For Profit/Nonprofit status (type): N/A

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: Triathlon
Biking and Run route on East River Road from
football field to Laurel St. to Paul Bunyan Trail

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

Site Information

Electrical usage?

Yes ☐ No ☒

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

Amplified sound?

Yes ☐ No ☒

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

Restrooms provided?

Yes ☐ No ☒ How many? _____

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

Company contracted for restrooms: _____

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

Sign, banners, and posters/flyers?

Yes ☐ No ☒

Locations and descriptions: _____

Trash Disposal?

Yes ☐ No ☒

Company contracted for trash disposal: _____

Event Layout and Street Site Map

Yes ☐ No ☒

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

Triathlon event Staging @ football field

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.

N/A

PART II: STREET CLOSURE REQUEST

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

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

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

East River Road to Laurel - Not Complete Closure
Will be monitored by police

Time and date for beginning of street closures: 5-20-17 11:00am

Time and date for reopening of streets: 5-20-2017 2:00pm

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.

N/A

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.

Partial closing only thru traffic will be
monitored + assessed.

PART III: CONTACTS, PERMITS, AND FEES CHECKLIST

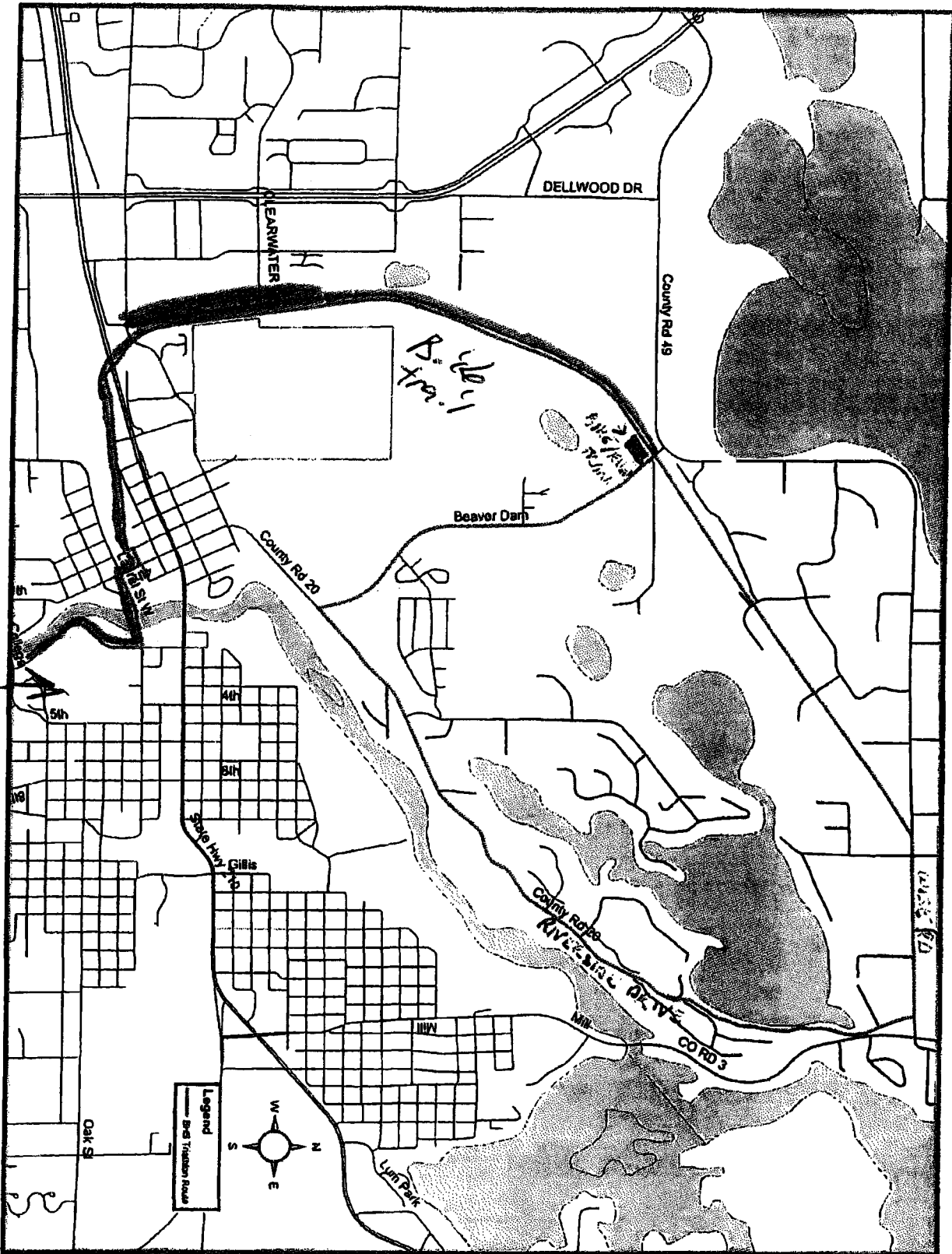
Each special event has its own requirements and needs. Listed below is a summary of the permits and fees common to many special events. Please note that it is not necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your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

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

Contact Information:

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

BHS Triathlon Route



PART IV: HOLD HARMLESS AGREEMENT AND INSURANCE INFORMATION

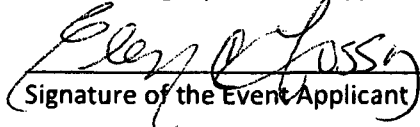
The applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and 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

4-24-17
Date submitted to the City

Ellen C. Fussy

PRINT NAME

Triathlon Coordinator

Event Applicant Title

PART VI: FOR OFFICIAL USE ONLY

Departmental Sign-Offs Required

	Approval Date/Initials	Comments
Brainerd Public Utilities	X	
City Administration	X	
Engineering Depart.	X	
Fire Department	X	
Fire Support/EMS	X	
Parks and Recreation	X	
Planning Department	X	
Police Department	X	Work w/ Police @ traffic crossings during Event

Certification of Street Closure Approval

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

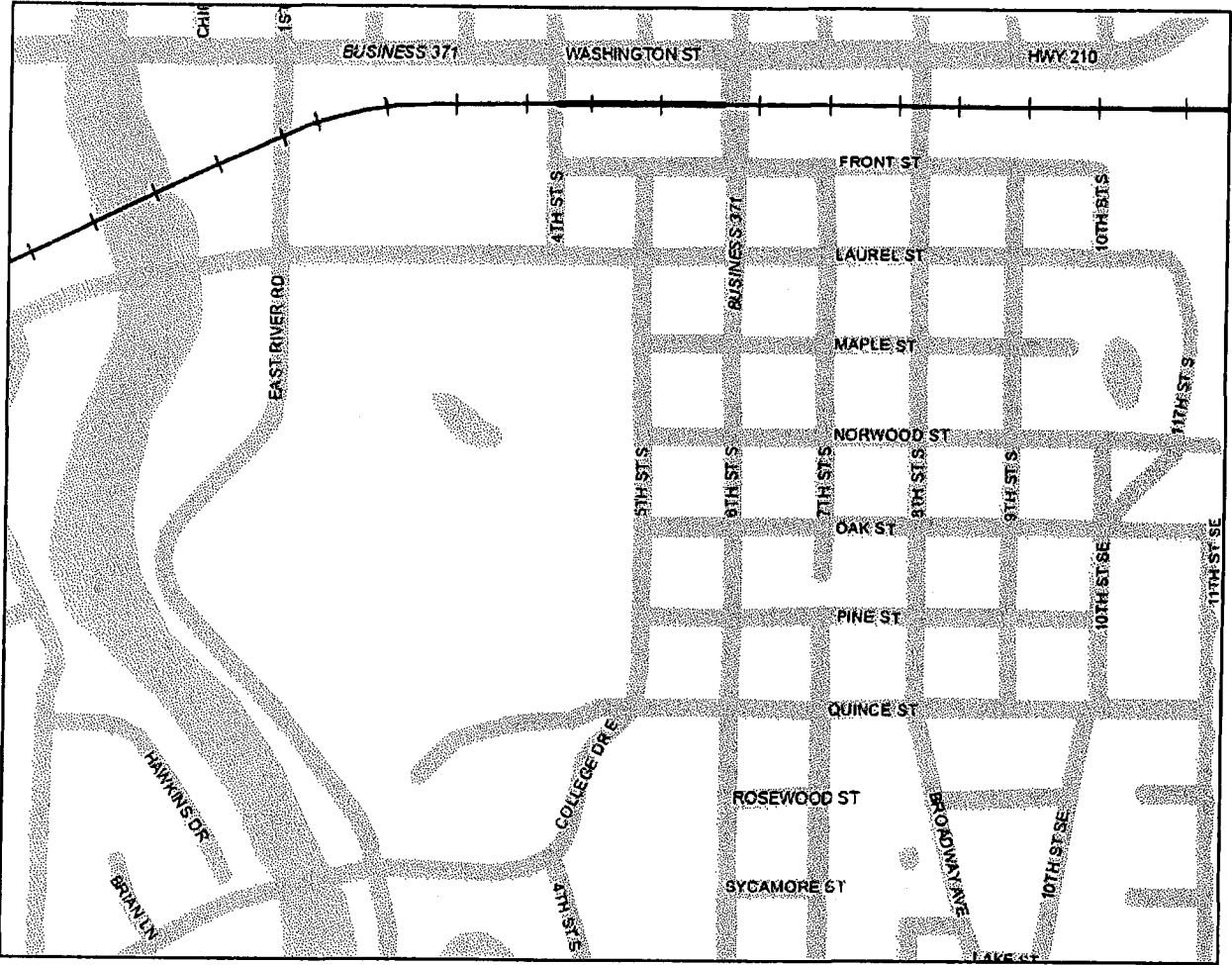
Special Event/Festival Application and Permit Approval

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

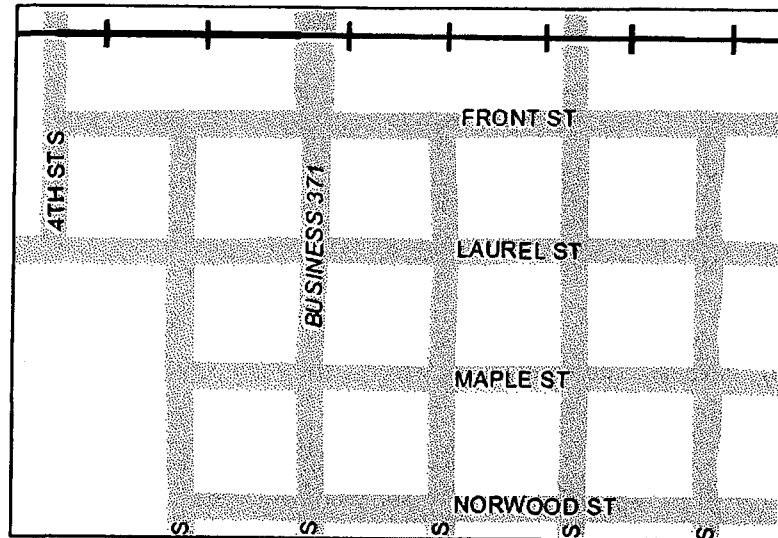
City Administrator

Date

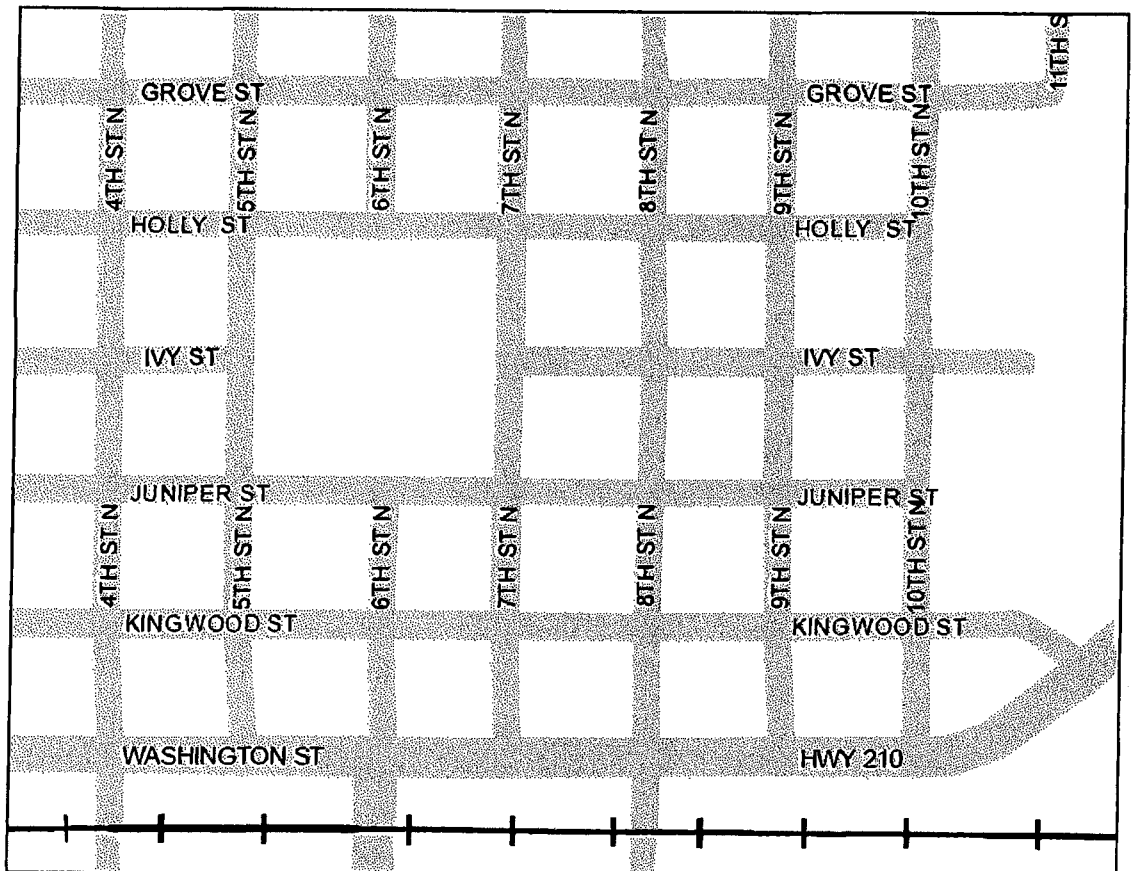
Commonly Used Maps



Historic Downtown



Gregory Park





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Weizenegger-Engel Insurance 301 NW 6th Street Brainerd MN 56401	CONTACT NAME: Renee Appel PHONE (A/C No. Ext): (218) 829-4721 FAX (A/C No.): (877) 829-0594 E-MAIL ADDRESS: RLAppel@we-ins.com
INSURED Independent School Dist. #181, DBA: Brainerd Public Schools 804 Oak Street Brainerd MN 56401	INSURER(S) AFFORDING COVERAGE INSURER A: Riverport Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 16-17 GL/Auto/Umb/Prop REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		HMP 8525391-10	7/1/2016	7/1/2017	EACH OCCURRENCE \$ 1,500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,500,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/PO/AGG \$ Violent Acts-Crisis Exp. \$ 250,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ALL OWNED AUTOS HIRED AUTOS ☐ SCHEDULED AUTOS NON-OWNED AUTOS		HMP 8525391-10	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist BI-single \$ 1,500,000
A	UMBRELLA LIAB ☒ EXCESS LIAB DED RETENTIONS		HMP 8525391-10	7/1/2016	7/1/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	PCS0103900	7/1/2016	7/1/2017	☒ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property Building & Contents		HMP 8525391-10	7/1/2016	7/1/2017	Blanket Limit \$261,665,321 \$25,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Baxter
13190 Memorywood Drive
PO Box 2626
Baxter, MN 56425-2626

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Renee Appel/TRISTA

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ACORD 25 (2014/01)

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INS025 (2014/01)



Brainerd City Council Agenda Request

SPW
13

Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Event/Street Closure American Celebration 4th of July

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Paul Sandy, Assistant City Engineer	Department: Engineering
Presenter (Name & Title): Jeff Hulsether - City Engineer	Estimated Time Needed: 5 Minutes
Summary of Issue: Staff has received an event/street closure application for the 4th of July celebration from Community Action.	
Alternatives, Options, Effects on Others/Comments: The overall application is pretty standard as to what has happened in recent years. The street department typically helps out with traffic control by setting out the traffic control the day before so it is easily assembled before the parade. Parade route uses East River Road, Laurel Street, 5th Street, and College Drive. Community Action is working with the school for the event taking place at the High School football field.	
Recommended Action/Motion: Staff would recommend approving the event/street closure application for the 4th of July celebration to take place on July 4th, 2017 from 8:00 AM - 11:00 PM with the condition to work with the street department for traffic control set-up and tear down.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

Application for a Street Closure, Special Event and Festival Permit

PART I: GENERAL INFORMATION

Name of the event: American Celebration 4th of July

Date(s) of the event: 7-4-17

Time of event (setup to breakdown): 9am - 11pm

Location: Howard Brainerd High School

Estimated number of attendees: Thousands!

Organizer Information

Organizer's name (Please print): Holly Holm

Organizer's address: 213 S. 5th Street

Event contact person: Holly Holm

Event contact daytime phone number: (h) N/A (w) 829-5278 (c) 821-3271

Event contact persons e-mail address: Holly@brainerdcommunityaction.org

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

(h) _____ (w) _____ (c) 821-3271

For Profit/Nonprofit status (type): Nonprofit

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: _____

Parade - 4 pm

Entertainment - 6:30 pm

Fireworks - 10:15 pm.

If a parade, please describe the proposed route with the assembly and dispersal locations and attach a map: East River Rd, to Laurel, to 5th St, to College Drive.

Site Information

Electrical usage?

Yes ☒ No ☐

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

Band (entertainment) equipment - working w/ the school's hidden blk. to supply appropriate power.

Amplified sound?

Yes ☒ No ☐

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

Musical entertainment at the high school football field.

Restrooms provided?

Yes ☒ No ☐ How many? 50

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

Company contracted for restrooms: Blakenham.

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: Posters distributed to retail locations.

Banners at stage & along fencing @ high school

Trash Disposal?

Yes ☒ No ☐

Company contracted for trash disposal: Volunteer at this time.

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.

Advertising in print (newspaper, local magazines) & Social Media.

PART II: STREET CLOSURE REQUEST

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

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

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

City-located map is attached.

Time and date for beginning of street closures: E. River Rd. - 8am - 10pm
College Dr. & Parade route - 3pm - 5:45 pm.

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.

Notice of Hearing flyer. Sent ~~several~~ ^{sent} out.

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.

All businesses on parade route are closed on day of event.

PART III: CONTACTS, PERMITS, AND FEES CHECKLIST

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

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

Contact Information:

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

PART IV: HOLD HARMLESS AGREEMENT AND INSURANCE INFORMATION

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

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

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

PART V: SIGNATURE OF EVENT APPLICANT

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

Holly Holm

Signature of the Event Applicant

5-3-17

Date submitted to the City

Holly Holm

PRINT NAME

Director

Event Applicant Title

PART VI: FOR OFFICIAL USE ONLY

Departmental Sign-Offs Required

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

Certification of Street Closure Approval

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

Special Event/Festival Application and Permit Approval

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

City Administrator

Date

DON ADAMSON FOOTBALL FIELD

ACCESS TO PARADE STAGING AREA

 Parade Route

Restrooms 

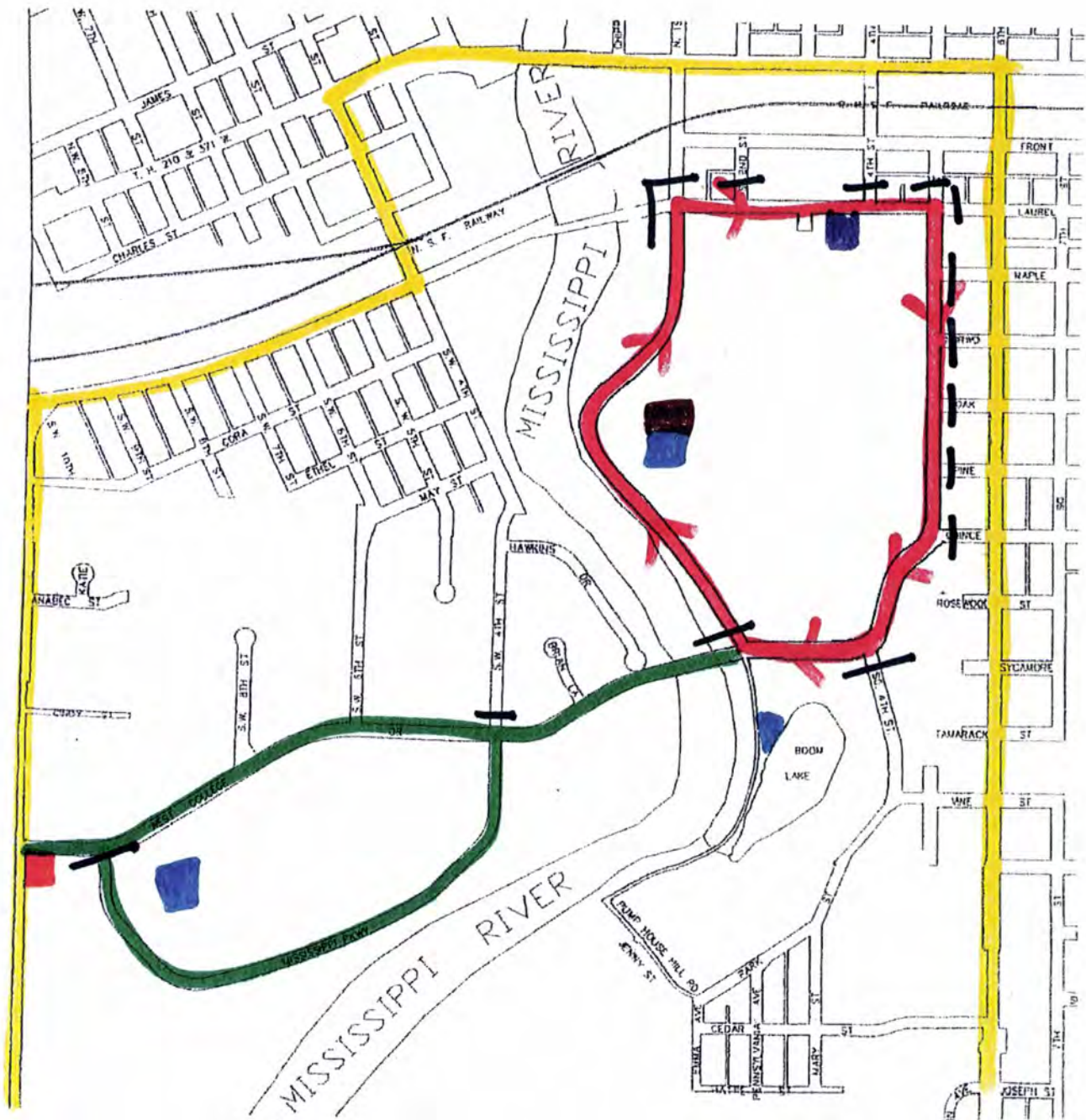
 Road Closure

 Registration

Viewing/Judges 

 Staging Area

Concession Area 





Permit No. _____

Parade Permit/Special Events ApplicationName of City/Event Area: Brainerd Date of Parade/Special Event 7-4-17Sponsoring Organization Brainerd Community ActionTime of Parade/Event: Beginning 4pm Ending 5:30 pm.Assembly Coordinator Holly Holm Phone C. 821-3271Mailing Address 213 S. 5th Street, Brainerd, MN. 56401
Street/PO Box, City, State, Zip CodeRequested by _____ Date _____
Signature & Title of Local Authority (Mayor, City Clerk, County Board, Township Officer, etc.)Approved by _____ Date _____
Local Law Enforcement

Permission is hereby granted for a parade/special event subject to the following:

1. That a specific time and date is set for the road closure/usage. Road closure shall not exceed 4 hours.
2. That a definite area of road is designated for exclusive or partial use of such public parades or events. The detour route must be marked with standard traffic control signs so as to leave no doubt as to the intended route. Failure to provide adequate signing may result in the State Patrol ordering the trunk highway reopened to traffic. **A map of the proposed parade/event route and detour shall accompany the application.**
3. That adequate enforcement coverage of the closure and direction of the detour traffic is available. Coordination with local law enforcement and State Patrol is required.
4. Participants and parade/event officials will obey all Minnesota statutes pertaining to the use of trunk highway right of way. No stands, buildings, tents or other event encroachments are permitted within the highway Right of Way.
5. If it is felt that signs are needed to warn motorists and/or guide participants along the route, MnDOT must approve them in advance. Contact Rich Munsch at (218) 828-5778 with sign questions.
6. The parade/event organizers will agree to assume entire responsibility and liability for all damages or injury to all persons, whether employees, participants, or otherwise, and to all property, arising out of, resulting from, or in any manner connected with the operation of the parade/event.
7. The parade/event organizers will be responsible for any damage done to highway property as a result of the parade/event activities. The parade/event may use designated highway rest areas, but only as short-term stops and only for what those rest areas allow as posted at each one. No overnight camping, commercial activities, etc. are allowed at trunk highway rest areas.
8. That the sponsor and local community are responsible for all costs involved, including providing police coverage for traffic control, (if required for safety reasons and/or so ordered by MnDOT).
9. The sponsor/organizers will be responsible for obtaining and following local jurisdiction permits and other local requirements.

Approved by _____ Date _____
Minnesota Department of Transportation

cc:
State Patrol
Mayor or City Clerk
Local Law Enforcement
Area Maintenance Engineer/Permits Office
ecc: *DOT_EditTeam

Return completed application to:
Rich Munsch
Minnesota Department of Transportation
7694 Industrial Park Rd
Baxter, MN 56425



Brainerd City Council Agenda Request

SPW
4
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Snow Plow Parking Restrictions - Discussion Item

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Paul Sandy, Assistant City Engineer	Department: Engineering
Presenter (Name & Title): Jeff Hulsether - City Engineer	Estimated Time Needed: 10 Minutes
Summary of Issue: Staff would like to generate some more discussion or brainstorm some ideas about a possible change in the parking restrictions during a snow event, as discussed previously at numerous meetings.	
Alternatives, Options, Effects on Others/Comments: Staff has spoken more about the ordinance revision and would like to get the council's direction on drafting some ordinance revising the previously submitted ordinance pertaining to parking restrictions during a snow event. The revision could possibly address parking restrictions taking effect the next day after a snow event once the streets have been plowed and vehicles being left on the street being plowed around. Staff feels this would be adequate warning for residents to move their vehicles to a location where the street has been plowed curb to curb. In short, the ticketing and towing would happen approximately 24 hours after the plows go by the first time. If the vehicles that were plowed around the first day are not moved from the street at the beginning of the 2nd day, they would receive a ticket and be towed from the street so snow clean-up operations could continue.	
Recommended Action/Motion: If council finds this option acceptable, staff will draft ordinance language for review at the next scheduled meeting. If not acceptable, staff is requesting direction on how to proceed, if at all, with the ordinance.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

SPW
5

Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: 2017 Transit Bus Purchase Resolution

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Jeff Hulsether	Department: Engineering
Presenter (Name & Title): Jeff Hulsether	Estimated Time Needed: 5 minutes
Summary of Issue: Attached is a draft Resolution approving the purchase of a 2017 transit bus from North Central Bus at a cost of \$79,099.00. Also attached is a copy of the Mn/DOT cooperative procurement form which itemizes the options being selected for the bus.	
Alternatives, Options, Effects on Others/Comments: The procurement process is through the state contract. The cost of the bus is about \$1,000 less than last year's bus primarily due to diesel engines no longer being available. The gas engines cost a little less but are also less fuel efficient and have a shorter life expectancy	
Recommended Action/Motion: Staff is recommending the adoption of the attached resolution approving the bus purchase in the amount of \$79,099.00 with the 20% local match coming from the transit fund.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>15,819.80</u> Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> The local share will come from the transit fund	

RESOLUTION
NO. _:17

2017 TRANSIT BUS PURCHASE

WHEREAS, the City of Brainerd operates a transit system; and

WHEREAS, the City of Brainerd desires to purchase, through the State of Minnesota Cooperative Procurement Process, a replacement vehicle to be used in the transit system; and

WHEREAS, the vehicle cost is allocated 20% local share and 80% State/Federal share of the "contract amount"; and

WHEREAS, City of Brainerd staff has reviewed the vehicle options offered by approved multiple contracting vendors; and

WHEREAS, staff recommends purchasing a vehicle from North Central Bus for the reasons of cost, fleet consistency and service availability;

NOW, THEREFORE, BE IT RESOLVED, that the Brainerd City Council hereby authorizes the purchase of a new transit bus from North Central Bus Sales of St. Cloud in the approximate amount of \$79,099.00.

Adopted this _ day of _, 2017

DAVID J. PRITSCHET
President of the Council

Approved this _ day of _, 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

PUBLIC TRANSIT (5311, ETC.)

FY 2017 VEHICLE ORDER FORM MnDOT COOPERATIVE PROCUREMENT FOR SMALL, MID-SIZED & MEDIUM DUTY ACCESSIBLE BUSES

(This form to be used ONLY for vehicles funded through MnDOT's Office of Transit)

MnDOT Recipient Contract Number: 1027257
Contract Maximum Amount: \$ \$85,000.00
SUN Number: _____ (Office Use)

Quantity: _____
(For identical vehicle orders only)
UPIN Number: _____ (Office Use)

Legal Name: City of Brainerd
Address: 501 Laurel Street
City, State, Zip: Brainerd, MN 56401
Contact Name: Andy Stone

Phone Number: 218-828-6172
Fax Number: 218-828-6172
Email Address: astone@ci.brainerd.mn.us

Vendor Name: North Central Bus & Equipment
Vendor Contact: Bryan Techel / 952-270-9328
Bus Manufacturer: Elkhart Coach
Model & Gas/Diesel: EC II Gas

Bus GVRW: 14,500
Chassis Manufacturer: Ford
Chassis Wheelbase: 186"
Vehicle Length: 26'

Final Build 20 Passengers + 2 W/C Positions + 4 Double Foldaway Seats
Vehicle Spec. # 10. 9 16 # of Passenger Seats 2 # of WC Positions
Lift Manufacturer & Model: Braun Millennium-2 Front x Rear _____
Wheelchair Securements Manufacturer & Model: Q'Straint QRT Deluxe Slide N Click
Floor Plan Attached (required): Yes x No _____
Inspection Site/Location: NCBE - St. Cloud Recipient's Ford/GM Fleet #: _____

BASE PRICE (includes freight - manufacturer to vendor & all rebates)	\$ <u>59260.00</u>
TOTAL OPTIONS (from page 2)	\$ <u>8792.00</u>
TOTAL OPTIONS (from page 3)	\$ <u>10762.00</u>
DELIVERY CHARGE (vendor to recipient)	\$ <u>160.00</u>
LICENSE & TRANSFER FEES (estimated)	\$ <u>125.00</u>
EXTENDED WARRANTIES	\$ _____
EXCISE TAX (if applicable)	\$ _____
QUANTITY DISCOUNT (if applicable)	\$ _____
VEHICLE TOTAL	\$ <u>79,099.00</u>

Completed by Office of Transit

Vehicle Total or Contract Amount \$ _____	MnDOT Share \$ _____
(whichever is less)	Recipient Share \$ _____

Recipient Signature: [Signature]

Date: 5-8-2017

Vendor Signature: _____

Date: _____

(Not required)

MnDOT APPROVAL

Procurement Coordinator Signature: _____

Date: _____

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
6	Fuel Tank Access Plate	\$ STD
7	Extended Wheelbase from 176" to 186" to Accommodate Floorplan	\$ 1,621.00
11B	Extended Valve Stems on Rear Dual Wheels	\$ 44.00
19C	Reflectorize Rear Perimeter of Bus	\$ 150.00
24C	Upgrade to Altro Flooring - Capri	\$ 845.00
24E	Aluminum Underbelly	\$ 251.00
24G	Coved Altro Flooring Up to wall Seat Track	\$ 200.00
27Ab	Rear Romeo Rim Help Bumper	\$ 641.00
28	Antenna Ground Plane and Plane 18"	\$ 53.00
30B	Easy Access Panel above Entrance Door	\$ 22.00
30C	Exterior Key Entry	\$ 72.00
34D	Ford OEM Drivers Seat with Manual Adjustment Ford OEM Pedestal	\$ 450.00
36Ba	Add Double Notchback Style Foldaway Seats (Qty 4 @ \$740 each)	\$ 2,960.00
37B	Delete Double Standard Passenger Seat (Qty 2 @ \$361 each)	\$ -722.00
38C	Upgrade to Level 4 Passenger Seat Material (Qty 20 @ \$46 each)(6113004 Wave Freestyle Blue)	\$ 920.00
38C	Vertical Sticking on all Passenger Seats (Qty 20 @ \$16 each)	\$ 320.00
40	Freedman USR Passenger Seat Belts	\$ 69.00
42	Braun Century 1000# Lift ILO of STD 800# Braun Millennium	\$ 25.00
44	Q' Straint QRT Deluxe ILO of STD QRT 360's (Qty 2 @ \$240 each)	\$ -480.00
44B	Horizontal L Track @ W/C Positions (Qty 24 @ \$3 per inch)	\$ 72.00
44E	TDSS Storage System for Slide N Clicks (Qty 2 @ \$91 each)	\$ 182.00
44H	Additional Floor Anchor Point (Qty 2 @ \$132 each)	\$ 264.00
46B	Upper Plexiglass on Drivers Partition	\$ 90.00
47C	Powder Coated Yellow Entrance Grab Rails	\$ 165.00
47C	Powder Coated Yellow Ceiling Grab Rails	\$ 112.00
47G	Additional Grab Handles on Wall side Seats (Qty 8 @ \$22 each)	\$ 176.00
47G	Upgrade to Yellow Handrails on Seat Backs (Qty 16 @ \$10 each)	\$ 160.00
48A	Stanchion, Crossrail, and Modesty Panel Behind Lift Before First Seats	\$ 130.00
TOTAL (Place total amount in space on vehicle order form)		\$ 8,792.00

(Attach to Vehicle Order Form)

Option #

49B

\$ 850.00

51A

\$ 245.00

51F

\$ 367.00

54

\$ 110.00

54

\$ 55.00

71C

\$ 475.00

72

\$ 0.00

75

\$ 421.00

76B

\$ 74.00

80C

\$ 275.00

85

\$ 2,000.00

85A

\$ 900.00

85A

\$ 500.00

94H

\$ 1,532.00

941

\$ 597.00

97

\$ 2,361.00

\$

\$

\$

\$

\$

\$

\$

\$

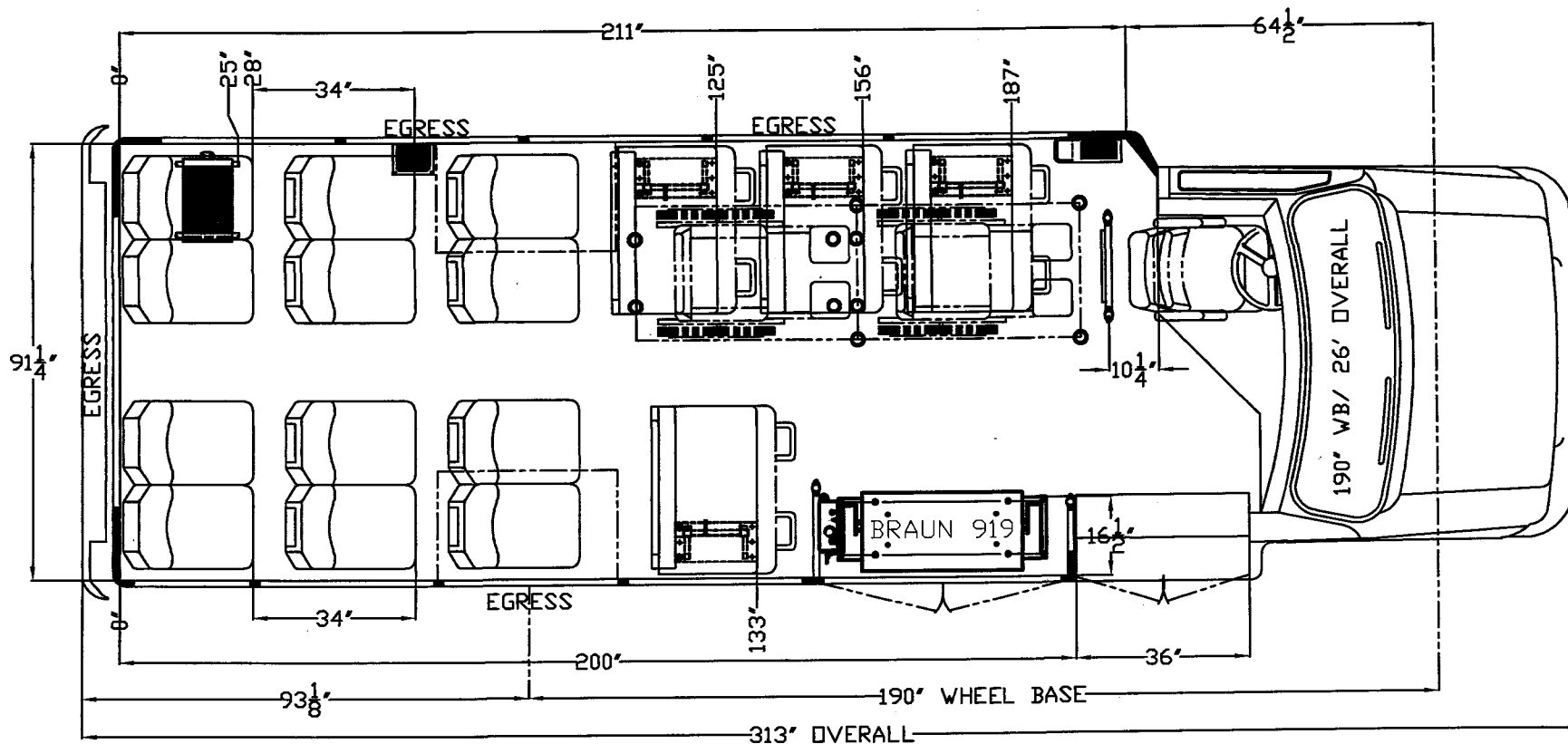
\$

\$

\$

\$

\$ 10,762.00



Preliminary

Weight analysis has not been performed.

DEALER SIGNATURE: _____

DO NOT SCALE	PROJECTION	DESCRIPTION				2901 County Road 7 N ELKHART, IN 46514 (574) 264-5179 A DIVISION OF FOREST RIVER		
	 	W.I. NUMBER	DATE: 3-31-17	SCALE: N.T.S.	REFERENCE: NUMBER	SHEET 1 OF 2		
DO NOT SCALE	SIZE A	THIS DOCUMENT AND THE INFORMATION CONTAINED HEREIN ARE THE EXCLUSIVE PROPERTY OF ELKHART COACH IT SHALL NOT BE COPIED OR DUPLICATED IN ANY MANNER, NOR SHALL IT BE SUBMITTED TO OUTSIDE PARTIES FOR EXAMINATION WITHOUT OUR WRITTEN CONSENT. IT IS LOANED FOR USE WITH REFERENCE TO WORK UNDER CONTRACT WITH, OR PROPOSALS SUBMITTED TO ELKHART COACH.	TOLERANCES UNLESS OTHERWISE SPECIFIED ARE: FLOORPLANS $\pm 1/2"$ ALL STRUCTURAL $\pm 1/8"$ ANGLE $\pm 1^\circ$	DRAWN BY:	NPM	PART NUMBER 900-27-0253	REV A	
				CHECKED BY:				



Brainerd City Council Agenda Request

Spw 6
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Improvement 14-15 Change Order 7 - Trees

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading *provide copy of published hearing notice
Submitted by: Paul Sandy, Assistant City Engineer	Department: Engineering
Presenter (Name & Title): Jeff Hulsether - City Engineer	Estimated Time Needed: 5 Minutes
Summary of Issue: A request for tree plantings in an area where trees have been removed for easement acquisition has been received from a property owner along the alignment of the sewer and water mains. The area where the trees would be planted are in a temporary easement in which the City acquired before construction.	
Alternatives, Options, Effects on Others/Comments: The property owners have requested that two rows of coniferous trees be planted to screen their property from Highway 210. As you can see from the drawing, two rows of trees would be planted parallel to the permanent easement line along Highway 210. Prices for the work including the trees and the installation would be \$495.00 for a 4-5 foot tree and \$545.00 for a 6-7 foot tree. Smaller trees generally take off better when planted and have a less chance of dying due to stress put on the tree, so staff is proposing the smaller trees. In total, the configuration included as an attachment would need 11 trees to fill the space properly with 2 rows. The total change order amount for the trees would equate to \$5,445.00 for the 4-5 foot trees and \$5,995 for the 6-7 foot trees.	
Recommended Action/Motion: Staff would recommend authorizing the change order for the trees as described above at the cost of \$495.00/tree for a total change order cost of \$5,445.00.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☒ No What is the total cost, with tax and shipping \$ <u>\$5,445.00</u> Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> Staff feels this is a project expense as trees in the temporary easement were removed during construction.	

BRAINERD AIRPORT UTILITY PROJECT

TREE SPECIES: BLACK HILLS SPRUCE and/or WHITE SPRUCE

MAINTENANCE/WATERING: ONE MONTH DURATION AFTER PLANTING

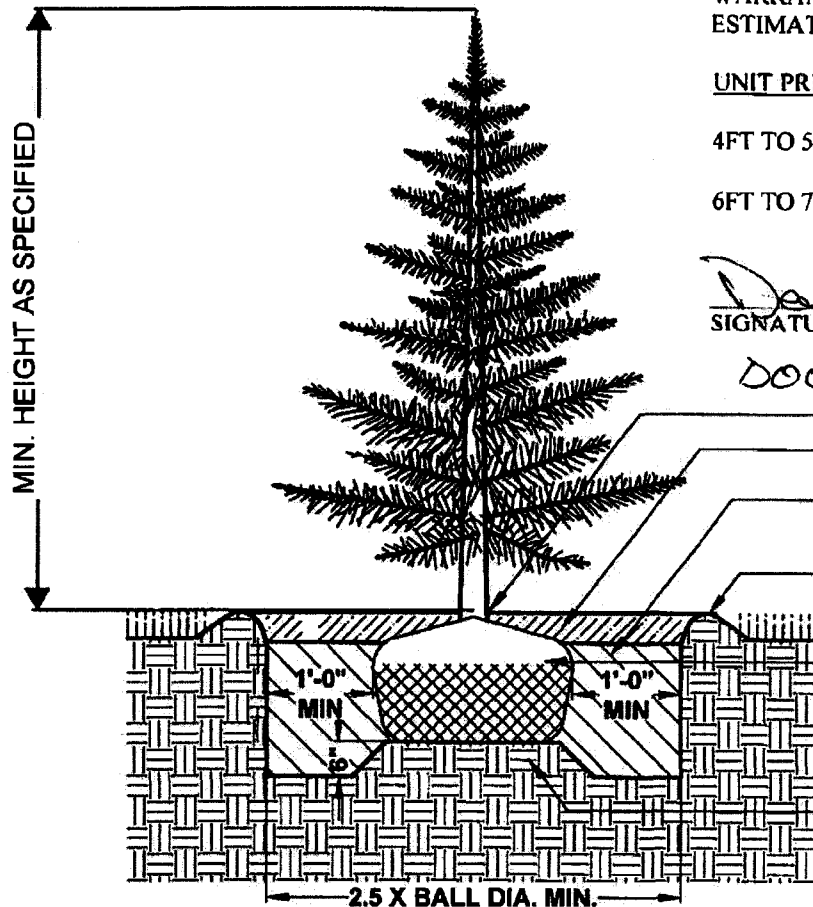
WARRANTY: 2-YEARS AFTER PLANTING

ESTIMATED QUANTITY: 12 TREES

UNIT PRICE PROPOSAL - F&I PER TREE

4FT TO 5FT HEIGHT.....\$ 495⁰⁰ / TREE

6FT TO 7FT HEIGHT.....\$ 545⁰⁰ / TREE



Dale Doucette
SIGNATURE

5-8-2017
DATE

DOUCETTES LANDSCAPING & CONLT.

SET TREE AT ORIGINAL GRADE

SHREDDED HARDWOOD MULCH

PLANTING SOIL (MIN.
DIMENSION SHOWN)

SOIL SAUCER: USED PREPARED
SOIL (3" MIN.)

ROPES AT TOP OF BALL SHALL
BE CUT. REMOVE TOP 1/3 OF
BURLAP. NON-BIODEGRADABLE
MATERIAL SHALL BE TOTALLY
REMOVED.

PREPARED SUBSOIL TO FORM
PEDESTAL TO PREVENT
SETTLING.

1 CONIFEROUS TREE
N.T.S.



Brainerd City Council Agenda Request

7A
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Legislative Update

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title): City Administrator Thoreen	Estimated Time Needed: 10 minutes
Summary of Issue: Things are constantly changing as we draw closer to the end of the legislative session. Information will be provided at the meeting regarding legislation that may affect the City.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Informational	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

8A
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: 1st Ordinance Reading – Request to Extend Hours of Operation at the NP Center Transient Food Unit District

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☒ Ordinance 1 st Reading
Submitted by: Mark Ostgarden, City Planner	Department: Planning
Presenter (Name & Title): Same	Estimated Time Needed: 10 minutes
Summary of Issue: Attached is a request to lengthen the operation hours for food trucks at the NP Center from 11 a.m.-7 p.m. to 11 a.m.-10 p.m. In 2014 and 2015 when the issue of allowing transient or mobile food vendors in the city, it was a controversial topic. Attached is the Ordinance and map approved in May 2015 specifying where and when transient food units may operate, which were compromised to allow the activity. Vendors are allowed on private property in the specified districts.	
Alternatives, Options, Effects on Others/Comments: There are 2 alternatives. One is to deny the request to lengthen the hours which will maintain the status quo. The other option is to approve the longer operational hours. A license was issued in April which is the only 1 since the Ordinance allowing vendors was approved.	
Recommended Action/Motion: Motion by _____, second by _____ to approve a a change in the the food truck operation hours at The Northern Pacific Center from 11 a.m. to 7 p.m. to 11 a.m. to 10 p.m. Attached is an Ordinance for 1st reading consideration.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	

City of Brainerd
City Council
Mayor Ed Menk
501 Laurel St
Brainerd, MN 56401

May 1, 2017

Roundhouse Brewery
1551 Northern Pacific Rd
Brainerd, MN 56401
RE: Food Truck Ordinance

Dear Mayor and City Council,

I would like to propose a change to the current city code that limits the service of food trucks in the designated zone #4, which serves the NP Center property. Currently Food trucks can operate in that area from 11 am-7 pm. I am proposing to extend those hours to 11 am-10 pm.

As you know, food trucks are a highly sought after commodity by the public. Understanding that this issue has been visited in the past and that current food establishments would like their businesses protected from this sort of competition, I would like to propose this change for the NP Center area, given its unique status as Mixed Use as well as the fact no food establishments are serving the property.

Thank you for your consideration.

Respectfully,



Mark Lelwica
President
Roundhouse Brewery

RECEIVED

MAY - 8 2017

**CITY OF BRAINERD
ADMINISTRATION**

Northern Pacific Center, Inc.

6316 Halifax Avenue S.
Minneapolis, Minnesota 55424
Tel. 612-986-2900
Fax. 952-922-1764

May 11, 2017

Mr. Mark Ostgarden
City of Brainerd
Brainerd, MN 56401

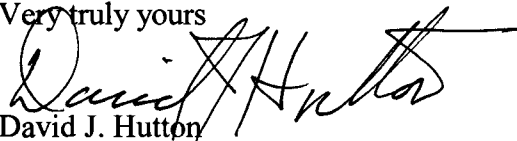
Re: Food Truck City Ordinance

Dear Mr. Ostgarden:

This is to advise you that the Northern Pacific Center strongly supports the request of Roundhouse Brewery, LLC to have the City Ordinance for food trucks amended to allow food trucks to operate at the NPC site from 11:00 a.m. to 10:00 p.m. Please advise me if you have any issues with this request. NPC reserves the right to adopt policies that may further restrict the operation of food trucks on site.

Thank you for your consideration.

Very truly yours



David J. Hutton

Cc: Mark Lelwica

**ORDINANCE
NO. 1434**

**AN ORDINANCE CREATING SECTION 515-66 OF THE BRAINERD ZONING CODE
RELATED TO TRANSIENT FOOD UNIT OVERLAY DISTRICTS**

SECTION ONE: That the Brainerd Zoning Code be amended by adding Section 515-66 entitled "TFU – Transient Food Unit Overlay Districts" as follows:

**SECTION 66
TFU – Transient Food Unit Overlay Districts**

515-66-1: Purpose and Intent. The Purpose of the TFU Overlay District is to provide areas within the community where mobile food units can operate.

515-66-2: Established Boundaries and Permitted Hours of Operation. The boundaries of the TFU – Transient Food Unit Overlay Districts are shown on the Transient Food Unit Overlay Map attached to this Ordinance as Appendix 1.

Transient food unit hours of operation are identified as follow:

- | | |
|------------------------------------|--------------------|
| 1. West Brainerd | 11:00am to 7:00pm |
| 2. County Government Center | 11:00am to 7:00pm |
| 3. Downtown | 11:00pm to 2:00 am |
| 4. Northern Pacific Center | 11:00am to 7:00pm |
| 5. Intersection of Hwys 18 and 25 | 11:00am to 7:00pm |
| 6. Brainerd Industrial Park | 11:00am to 7:00pm |
| 7. Central Lakes College | 11:00am to 7:00pm |
| 8. Franklin Art Center Parking Lot | 11:00am to 7:00pm |

515-66-3: Relationship to other Applicable Regulations. Property located within a redevelopment overlay district shall be subject to the provisions of the primary zoning district.

515-66-4: Permitted Uses. Transient food units including trucks, trailers, wagons, carts, seasonal temporary food stands, etc. are allowed on public and private property subject to the following:

1. Only food and non-alcoholic beverages can be sold.
2. At least one (1) trash receptacle with a tight fitting lid shall be provided.
3. Operators must clean around their unit at the end of each day.
4. Operator cannot call attention to themselves by crying out, blowing a horn, ringing a bell, and playing music or other noise discernable beyond the unit.
5. Units must be kept in good repair and order and have a neat appearance.
6. Electrical cords and hookups to public utilities are not permitted.
7. Liquids from a food unit cannot be drained onto public property.
8. Generators must be self-contained and fully screened from view and not exceed 70 dbs.
9. Exterior lighting that will call attention to the setup is not permitted.
10. Follow applicable Department of Health regulations.
11. Copies of all required state licenses and insurance coverage.
12. One "A" frame sign not exceeding twelve (12) square feet per side is permitted during operation.
13. Property owner written approval is required.
14. Units cannot be left unattended nor remain at an authorized operating location outside allowed hours of operation.

15. Sales cannot be made to individuals parked or stopped in a public street or alley. Sales to customers on a sidewalk are not allowed.
16. Units cannot locate within 300' of the property line of a restaurant or bar that serves food.
17. Units cannot locate within 300' from the property perimeter of any festival (including the Crow Wing County Fairgrounds), sporting event and civic event unless a license is issued to be a part of the festival or event.
18. Proof of liability insurance is provided in accordance with City of Brainerd requirements.
19. Transient food units are permitted to operate during festivals and community events provided it is approved by City of Brainerd as part of a festival and community events permit.
20. Sales are permitted in a City park when approved by City of Brainerd Parks and Recreation Board.
21. Maximum number of units per property:
 - Two (2) food trucks on lots of one-half acre or less.
 - Three (3) food trucks on lots between one-half acre and 1 acre.
 - Four (4) food trucks on lots greater than 1 acre.
22. A primary use must be operating on the property in order for food unit operations to be allowed.

515-66-6: Uses by Administrative Permit. None

515-66-7: Interim Uses. None

515-66-8: Conditional Uses. None

515-66-9: Lot Area and Setback Requirements. Not Applicable

515-66-10: Building Height. Not Applicable

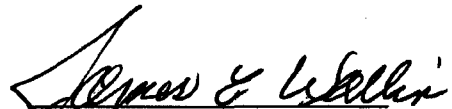
515-66-11: Exterior Building Standards. Not Applicable

SECTION TWO: This Ordinance shall take effect and be in force one week from and after its publication.

Adopted this 4th day of May, 2015


GARY SCHEELER
President of the Council

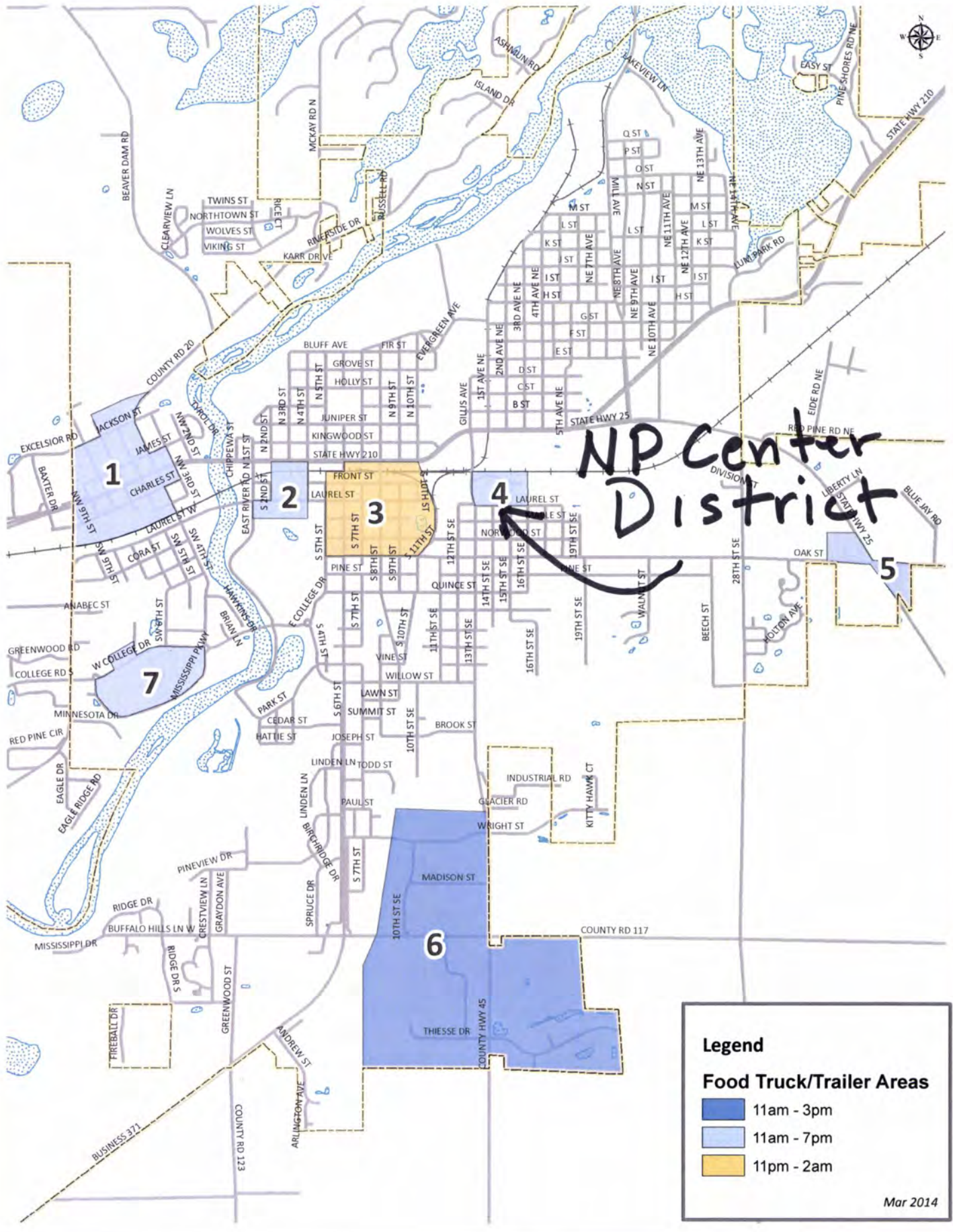
Approved this 5th day of May, 2015


JAMES E. WALLIN
Mayor

ATTEST:


PATRICK WUSSOW
City Administrator

Summary Published: One Time, May 22, 2015



ORDINANCE
NO. ____

**AN ORDINANCE AMENDING BRAINERD ZONING ORDINANCE SECTIONS 515-66-2
REGARDING TRANSIENT FOOD UNIT (TFU) PERMITTED HOURS OF OPERATION**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 515-66-2: Established Boundaries and Permitted Hours of Operation shall be amended as follows:

515-66-2: **Established Boundaries and Permitted Hours of Operation.** The boundaries of the TFU- Transient Food Unit Overlay Districts are shown on the Transient Food Unit Overlay Map attached to this Ordinance as Appendix 1.

Transient Food Unit hours of operation are identified as follows:

4. Northern Pacific Center 11:00am to **10:00pm**

SECTION TWO: All other provisions of Section 515-66 shall remain in full force and effect.

SECTION THREE: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _ day of ___, 2017

DAVE PRITSCHET
President of the Council

Approved this _ day of ___, 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JIM THOREEN
City Administrator

Published: One Time, _____, 2017



Brainerd City Council Agenda Request

8B

Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Joint Meeting with City of Baxter

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title): City Administrator Thoreen	Estimated Time Needed: 5 minutes
Summary of Issue: As noted in a newspaper article, the City of Baxter agreed to meeting in a joint session with the City of Brainerd. I met with the Baxter City Administrator and the possible dates for a joint meeting could be Monday, June 12th or Tuesday, June 13th.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Discussion of the preferred date for the meeting.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

8C
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Discussion of Notification to Citizens

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Gabe Johnson	Department: Council
Presenter (Name & Title): Council Member Johnson	Estimated Time Needed: 10 minutes
Summary of Issue: On Sunday May 7th, all residents of Brainerd were put on a mandatory water boil order. I found out about the order after receiving a call from the school district notifying parents that bottled water would be provided to students until the order was lifted. Personally, I feel it would have been better if the residents of Brainerd found out there was a boil order from the City, rather than residents finding out about the order from the school district.	
Alternatives, Options, Effects on Others/Comments: I would like to have discussion of what can be done so residents find out about events of the City from the City.	
Recommended Action/Motion: Discussion.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

9A
Agenda Item #

Requested Meeting Date: May 15, 2017

Title of Item: Sober House Report - Planning Commission Recommendation

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Mark Ostgarden, City Planner	Department: Planning
Presenter (Name & Title): Same	Estimated Time Needed: 10 minutes
Summary of Issue: At its February 6, 2017 meeting, the City Council referred the sober house regulation issue to the Planning Commission for its recommendation. At its April 19, 2017 meeting, the Planning Commission unanimously agreed that based on our ability to oversee the use by licensing the use in the rental housing program, the Planning Commission did not think additional regulation is needed. The attached April 19th minutes explains its recommendation. To refresh the City Council on this issue, attached is a memo included in the February 6th agenda packet that reviews the ability to regulate sober houses.	
Alternatives, Options, Effects on Others/Comments: There are 2 alternatives. One is to agree with the Planning Commission's recommendation. It is the City Council's decision on how to record its position. It can be done by general voice agreement (no motion) or by motion to agree with the recommendation. Should the City Council think the use should have additional regulation, it can refer the issue back to the Planning Commission to initiate the amendment process to regulate the use in the Zoning Ordinance.	
Recommended Action/Motion: If a motion to agree is desired it could read: Motion by _____, second by _____ that the City Council agrees with Planning Commission's recommendation to not regulate sober houses at this time because sufficient oversight of the use can occur through the rental housing program. Should referring the issue to the Planning Commission be desired a motion to do so would be appropriate that could read: Motion by _____, second by _____ to refer the sober house issue to the Planning Commission to initiate the amendment process to regulate the use in the Zoning Ordinance.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	

PLANNING COMMISSION
Wednesday, April 19, 2017

#1 Call to Order

Planning Commission Chair Headley called the meeting of the Brainerd Planning Commission to order at 6:00 p.m. in the City Hall Council Chambers.

Noted present were Commissioners Headley, Gorham, Marohn, Burslie, and Lambert. Noted absent were Commissioner Antolak and Turner. Also present was City Planner Ostgarden.

#2 Approval/Amendment of Agenda

MOTION AND SECONDED BY COMMISSIONERS LAMBERT AND GORHAM, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#3 Approval of minutes of the regular meeting and workshop held on March 15, 2017

MOTION AND SECONDED BY COMMISSIONERS GORHAM AND LAMBERT, DULY CARRIED, TO APPROVE THE MINUTES OF THE MARCH 15, 2017 WORKSHOP AND REGULAR PLANNING COMMISSION MEETING.

#4 NEW BUSINESS

None

#5 PUBLIC FORUM

None

#6 OLD BUSINESS

a. Review Draft Sober House Language

The Commission discussed the draft language to add sober houses to the Zoning Ordinance. This discussion included the following:

- Zoning districts in which to allow the use
- Permitted or conditional use
- Separation requirements
- Regulation of the use

Questions were asked about the difference between a sober house and a group home and whether a sober house could be defined the same as a group home since the regulations for group homes is already in the code.

Additional discussion was held regarding the possibility of imposing regulations through the rental housing license process.

MOTION AND SECONDED BY COMMISSIONERS MAROHN AND BURLIE TO MAKE A RECOMMENDATION TO THE CITY COUNCIL TO NOT REGULATE SOBER HOUSES.

Commissioner Marohn requested a straw poll of the Commission regarding their position on this issue. City Planner Ostgarden stated the motion should be withdrawn before the poll is taken and then can be made again after the poll.

Commissioner Marohn withdrew his motion.

Commissioner Burslie stated he is comfortable without imposing regulations at this time as long as it will be regulated through the rental housing code. He noted if there are problems, regulations can be imposed in the future.

Commissioner Gorham stated he is leaning toward favoring no regulations, but doesn't feel very strongly about it.

Commissioner Headley stated she is in favor of no regulations as she feels it's in the owners, residents, and neighborhoods best interest to be good neighbors.

Commissioner Lambert stated she can support this as long as it can be regulated under the rental housing code and issues or complaints can be resolved.

MOTION AND SECONDED BY COMMISSIONERS MAROHN AND BURLIE, DULY CARRIED, TO MAKE A RECOMMENDATION TO THE CITY COUNCIL TO NOT REGULATE SOBER HOUSES BASED ON THE FOLLOWING REASONS:

- Nuisance activities would be regulated under the rental housing code
- This use cannot be singled out in a way that is significantly different than other uses that would go on legally because of Supreme Court decisions
- If issues arise in the future, the Commission reserves the right to look at this use as a use similar to group homes but at this time there is no evidence that this activity will be anywhere near as intense as a group home

#7 COMMISSIONERS' QUESTIONS/COMMENTS

Chairman Headley opened the Commissioners' questions/comments section explaining that due to a short agenda this would be a good time to have some discussion about issues the Planning Commission would like to address in the coming year.

The Commission brought up the following issues they would like to discuss in the future:

- Future land use between Lum Park and the airport. Create a plan for the corridor and discuss the City's plan or no plan for development.
- The Commissions relationship/involvement in the Comprehensive Plan process and the NJPA and what goes into a comprehensive plan. Also, what the vision will be for public involvement and the

scope of what the plan will cover (including several items such as downtown, parks, housing, neighborhood investment, etc)

- The public perception on what the Planning Commission is doing to change/fix Brainerd's image.
- Setting up the agenda for upcoming meetings and preparing for those agenda items

City Planner Ostgarden stated these are all items the Commission should have discussion about, but reminded the Commission they are an advisory body to the elected officials who make the decisions. He stated they are the ones that decide which direction the Commission is going to go therefore the Commission must be in harmony with the City Council's interests.

Discussion followed regarding the Planning Commission's role in the decision-making process when it comes to long term plans for the City. Commissioner Marohn state he would like to have discuss on what the Commission thinks the strengths are that can be built on and opportunities the City should be building on along with the weaknesses and concerns which could then be presented to the Council to give their ideas on what direction they would like the Commission to go and items for focus.

Commissioner Lambert suggested the information from the City Council retreat be presented to the Commission so they could see the City Council's vision. City Planner Ostgarden stated Council President Pritschet could be invited to a Commission meeting to discuss the retreat items. The Commission agreed this would be a good place to open discussion.

#8 CITY PLANNER'S REPORT

City Planner Ostgarden reported that Commissioner Antolak had called to explain he would not be at tonight's meeting as he is still dealing with affects from surgery earlier this year.

City Planner Ostgarden informed everyone that Commissioner Turner has resigned. He explained that he has "too many irons in the fire" which would not permit him to devote the time necessary to be a good commissioner. He did not think it was fair to the other Commissioners to remain.

City Planner Ostgarden stated a potential upcoming issue for the community is the School District's future facility plan and what role the City will take in making recommendations to the School District, especially regarding closing neighborhood schools.

#9 ADJOURN

MOTION AND SECONDED BY COMMISSIONERS MAROHN AND LAMBERT, DULY CARRIED, TO ADJOURN AT APPROXIMATELY 7:30 P.M.

Respectfully submitted,

Mark Ostgarden AICP, City Planner

MEMO

TO: Mayor and City Council

FROM: Mark Ostgarden, City Planner

MO

DATE: February 2, 2017

RE: Sober Houses – Consider Regulations

The Planning Department is seeking City Council guidance about whether zoning regulations for sober houses should be considered. If so, the recommendation is to refer the issue to the Planning Commission for review. The Planning Department is aware of a sober house that will be opening within a few weeks and Central Minnesota Adult and Teen Challenge has stated there is a huge need in the area for sober houses.

A sober house has commonly been referred to as a private residence for individuals in chemical dependency recovery. People recovering from chemical dependency are considered “disabled” by the Federal Fair Housing Act (FFHA), a federal law that prohibits discrimination against individuals on a basis of race, color, religion, sex, national origin, familial status and disability. The Supreme Court has ruled that individuals in recovery from chemical dependency living in congregate facilities cannot be excluded from zoning districts under family composition rules, which limit the number of unrelated persons living in a single family dwelling.

The FFHA prohibits a municipality from refusing to “*make reasonable accommodations in rules, policies, practices or services*” when they are necessary to permit handicapped persons “*to use and enjoy a dwelling.*” An example might be accommodations allowing a higher number of unrelated residents to live in a single family house than normally allowed by a municipal definition of “*family*” or the single family zoning. In the City of Brainerd, the “*family*” definition for zoning purposes includes up to 4 unrelated individuals.

However municipalities still have the authority to protect safety and health as long as applicable regulations (building/fire/zoning) do not restrict the ability of disabled individuals to live in communities.

There are 2 alternative approaches for regulating sober houses:

1. **Reasonable Accommodation without Clear Standards.** This is our current status and we would continue with no special regulations for sober houses because they are protected by the FFHA. Regulations could include a land use definition and zoning standards such as parking, occupancy limits and separation requirements.
2. **Reasonable Accommodations with Clear Standards.** With this approach, a sober house definition and zoning standards that allow sober houses in Brainerd would be developed, being mindful that legal precedents show that the range within a municipality can regulate sober houses is relatively narrow.

There is a 3rd option which is to be more restrictive and treat sober houses no differently than a traditional single family residence. This is not recommended as it would put the city in a tenuous legal position.

In researching this topic it is interesting to learn the state's 2 largest cities address sober houses differently. Minneapolis has chosen not to regulate the use, while St. Paul has done extensive research and has adopted regulations which include a separation requirement.

Following is language from the St. Paul Zoning Ordinance:

Sec. 65.160. - Sober house.

A dwelling unit occupied by more than four (4) persons, all of whom are in recovery from chemical dependency and considered handicapped under the Federal Fair Housing Act Amendments of 1988, that provides a non-institutional residential environment in which the residents willingly subject themselves to written rules and conditions, including prohibition of alcohol and drug use (except for prescription medications obtained and used under medical supervision), intended to encourage and sustain their recovery. The residents of a sober house are similar to a family unit, and share kitchen and bathroom facilities and other common areas of the unit. Sober houses are financially self-supporting. This definition does not include facilities that receive operating revenue from governmental sources. Sober houses do not provide on-site supportive services to residents, including the following: mental health services; clinical rehabilitation services; social services; medical, dental, nutritional and other health care services; financial management services; legal services; vocational services; and other similar supportive services.

Standards and conditions:

A request for reasonable accommodation for this use as required under the Federal Fair Housing Act Amendments of 1988 by providing an exception to the maximum number of unrelated persons living together in a dwelling unit shall automatically be granted if the following standards and conditions are met. This does not limit the city from granting additional reasonable accommodation for this use under the general provisions of this code.

- (a) The operator shall submit a request for reasonable accommodation to the zoning administrator on a form provided by the city, specify the number of residents, and provide information necessary to assure the use meets applicable zoning standards. The maximum total number of residents permitted in the sober house shall be specified by the fire certificate of occupancy.
 - (b) For a sober house that does not meet the parking requirement in section 63.207, the operator shall submit a written parking plan that demonstrates sufficient parking for the use.
 - (c) In RL-R4 Residential Districts, the sober house shall serve ten (10) or fewer residents.
 - (d) For a structure serving seventeen (17) or more sober house residents, a conditional use permit is required. This use shall be exempt from section 61.501 conditional use permit general standards (a), (c), and (d).
 - (e) Property containing one (1) or more sober house units shall be a minimum distance of three hundred thirty (330) feet from any other property containing a sober house.
- (C.F. No. 08-640, § 1, 7-9-08; Ord 16-5, § 1, 4-13-16)