

# **CITY COUNCIL AGENDA**

Brainerd, Minnesota

November 19, 2018

7:30 P.M.

Brainerd City Hall

Council Chambers

1. **Call To Order - 7:30 PM**

2. **Roll Call**

\_\_\_ K. Stunek \_\_\_ K. Bevans \_\_\_ D. Badeaux \_\_\_ G. Johnson

\_\_\_ S. Hilgart \_\_\_ J. Lambert \_\_\_ D. Pritschet \_\_\_ Mayor Menk

3. **Pledge Of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval Of Minutes**

1. Budget Workshop Held October 24, 2018
2. Special Meeting Held October 29, 2018
3. Regular Meeting Held on November 5, 2018
4. Special Meeting and Budget Workshop Held on November 13, 2018

*Documents:*

*20181024\_CC workshop draft.pdf*

*20181029 - Special Council Meeting.pdf*

*20181105\_CC draft.pdf*

*20181113\_CC -Spec Council -Budget Workshop draft.pdf*

B. **Approval Of Licenses**

1. Contractor Licenses - 3 - New; 2 - Renewals

*Documents:*

***2018-11-19 License RPT.pdf***

**C. Department Activity Reports**

1. Police Chief
2. Finance Director

***Documents:***

***Police Chief Report.pdf***

**6. Presentations**

**A. Region 5 Presentation - Intercultural Development Inventory Assessment**

***Documents:***

***R5 Presentation Handout.pdf***

**7. Council Committee Reports**

**A. Safety And Public Works Committee**

***Documents:***

***20181119\_SPW.pdf***

1. Event/Street Closure Application - Gnome For The Holidays

***Documents:***

***Event Application - Gnome for the Holidays.pdf***

2. Breweries And Taprooms / Odor Restriction Language

***Documents:***

***Ordinance No. 1449 - Breweries and Taprooms Odor Limitation Language.pdf***

3. Resolution - Joint Powers Agreement For Cuyuna Lakes State Trail Construction With State Of Minnesota

***Documents:***

***RES - JPA with MnDNR.pdf***

4. Resolution - Joint Powers Agreement For Facility Maintenance With Crow Wing County

*Documents:*

*Res - JPA with Crow Wing County.pdf*

**B. Personnel And Finance Committee**

*Documents:*

*20181119\_PF.pdf*

1. Approval Of Bills & Transfer Of Funds  
From Parking Lot Fund to Streets: 2017-2018 Downtown Snow Removal     \$22,729  
From Parking Lot Fund to Construction Fund: Downtown Special Services     \$ 1,905
2. Memorial Park WWII Monument And Flag Pole

*Documents:*

*Memorial Park WWII monument and flag pole.pdf*

3. 2018 Audit Services - Engagement Letter

*Documents:*

*2018 Engagement Letter.pdf*

4. Deferred Assessment Resolution Discussion

*Documents:*

*Deferred Assessment Discussion.pdf*

**8. Unfinished Business**

**A. Call For Applicants - Informational**

**(Application Information at the City's Website  
(<http://www.ci.brainerd.mn.us>)**

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

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

Cable TV Advisory Committee - 2 terms (Expire 2021)  
Charter Commission - 1 term (Expire 2021) - 3 terms (Expire 2022)  
Housing & Redevelopment Authority - 1 term (Expire 2023)  
Library Board - 1 term (Expire 2021)  
Park Board - 1 term (Expire 2023)

Public Utilities Commission - 1 term (Expire 2023)  
Transportation Advisory Committee - 1 term (Expire 2019) - 3 terms (Expire 2021)  
Rental Dwelling Board of Appeals - 5 terms (see below) - (Expire 2020)  
1. *Residential Property Manager Representative (2)*  
2. *Residential Rental Housing Advocate Representative (1)*  
3. *Tenant Representative (1)*  
4. *General Public Representative (1)*

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

Airport Commission - 1 term (Expire 2021)  
Planning Commission - 3 terms (Expire 2021)  
Police & Fire Civil Service Commission - 1 term (Expire 2021)

9. **Planning Commission**

A. **First Reading - Interim Ordinance On Structure Demolition For Parking Lots**

*Documents:*

*Interim Ordinance - Moratorium on Structure Demolition for Parking Lots.pdf*

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. **Adjourn**

A. **Motion To Closed Session Pursuant To M.S. 13D.03 To Discuss Labor Negotiation Strategy**

B. **Closed Session Pursuant Minnesota Statute 13D.05 Subd. 3(C)(3) To Develop Or Consider Offers Or Counteroffers For The Purchase Or Sale Of Temporary Construction Easements At 1001 H Street NE And 824 N Street NE**

**C. Recess To Budget Workshop - November 26, 2018 At 6:00 P.m.**

Note: Safety and Public Works Committee will meet at 6:45 P.M.  
Personnel and Finance Committee will meet at 7:15 P.M.

ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,  
PLEASE CALL 828-2307

Visit the [City's Website](http://ci.brainerd.mn.us) (ci.brainerd.mn.us)

**MISSION**

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

Pursuant to due call and notice thereof, the Workshop of the Brainerd City Council was called to order at 6:00 P.M. by Council President Pritschet.

Upon roll call, the following members were noted present: Lambert, Stunek, Bevans, Badeaux, Johnson, Hilgart, Pritschet, and Mayor Menk. Also present were City Administrator Torstenson, Finance Director Hillman, City Engineer Sandy, and Fire Chief Holmes.

### **Discussion of the City Facilities**

City Administrator Torstenson lead the Council on a tour of City Hall, garage, and Annex.

Based on council's direction from the September 10, 2018 workshop, City Administrator Torstenson presented options of constructing a new City Hall in the current parking lot and deconstructing the current City Hall and Annex. Cost comparisons, including estimating operating costs for 15 years were presented for the following options:

- Status quo – fixing the deficiencies and potential projects in City Hall/Annex, Police and the administration Parks facilities at an estimated total remodeling and operating cost for 15 years of \$9.1 million.
- Building a new one-story City Hall, with underground parking, consolidating City Hall, administrative Parks and Police Department services at an estimated construction and operating costs for 15 years of \$11.0 million.
- Building a new two-story City Hall, with underground parking, consolidating City Hall, administrative Parks and Police Department services and potential space for other tenants at an estimated construction and operating costs for 15 years of \$16.3 million.
- Building a new three-story City Hall, with underground parking, consolidating City Hall, Parks and Police Department services and potential space for other tenants at an estimated construction and operating costs for 15 years of \$20.8 million.
- Adding a parking garage structure with leasable and public spaces where the current City Hall sits at an additional estimated construction cost of \$1.8 million per floor.

Mike Angland from WSN presented conceptual drawings of a new City Hall with parking garage structure.

Council discussion was held throughout the meeting. The general consensus was for staff to continue to explore financing options for a new City Hall and to bring to a future Council meeting for a vote.

### **Adjourn**

The Chair adjourned the meeting at 8:04 P.M.

---

Cassandra Torstenson  
City Administrator

Pursuant to due call and notice thereof, the Special Meeting of the Brainerd City Council was called to order at 6:00 p.m. by Council Vice-President Hilgart.

Upon roll call, the following members were noted present: Lambert, Stunek, Bevans, Badeaux, Johnson, Hilgart and Mayor Menk. Member Pritschet was absent. City Staff present included: City Administrator Torstenson, City Engineer Paul Sandy and HR Coordinator Kris Schubert. City Employment Attorney Christian Shafer was available via telephone.

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

MOVED AND SECONDED BY ALDERMEN LAMBERT AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BEVANS, DULY CARRIED, TO GO INTO CLOSED SESSION PURSUANT TO MINNESOTA STATUTES SECTION 13D.05, SUBDIVISION 2(B) FOR PRELIMINARY CONSIDERATION OF ALLEGATIONS OR CHARGES AGAINST AN EMPLOYEE.

The Council proceeded into closed session at 6:01 pm.

The Council reconvened into open session at 6:31 pm to discuss a personnel issue.

Upon roll call, the following members were noted present at the reconvened open session: Lambert, Stunek, Bevans, Badeaux, Johnson, Hilgart and Mayor Menk. Member Pritschet was absent. City Staff present included: City Administrator Torstenson, City Engineer Paul Sandy and HR Coordinator Kris Schubert.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BEVANS TO DIRECT STAFF TO DELIVER A TERMINATION OF EMPLOYMENT LETTER TO THE EMPLOYEE DATED OCTOBER 30, 2018.

All members voted "aye". The Chair noted it was a unanimous decision and declared the motion carried.

**Adjourn.**

The Chair adjourned the meeting at 6:32 pm.

---

Cassandra Torstenson  
City Administrator

/ks

**Brainerd, MN  
November 5, 2018**

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:34 P.M. by Council President Pritschet.

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

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE AGENDA.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO AMEND THE MINUTES OF THE MEETING HELD ON OCTOBER 15, 2018 UNDER SECTION 425 RENTAL HOUSING MAINTENANCE COMMITTEE.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON TO ADOPT THE CONSENT CALENDAR WITH THE AMENDED OCTOBER 15, 2018 MINUTES.

**A. Approval of the Minutes of the Regular Meeting held on October 15, 2018, as Amended - Approved**

**B. Approval of Licenses - Approved**

Contractor Licenses - 4 New; 2 – Renewals

**C. Department Activity Reports - Approved**

1. Fire Chief
2. Parks Director

**D. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Brainerd Community Action, 213 S 5<sup>th</sup> St., Brainerd for an Event to be Held on January 4, 2019 at Roundhouse Brewery, 1551 Northern Pacific Rd., Brainerd - Approved**

**E. Minnesota Lawful Gambling Application to Conduct Excluded Bingo – Submitted by Knights of Columbus, 411 N 10<sup>th</sup> St., Brainerd. Bingo Events to be Held at St. Francis Church, 404 N 9<sup>th</sup> St., Brainerd in January 31, February 7<sup>th</sup>, February 14<sup>th</sup> and February 21, 2019 - Approved**

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

**Presentations**

**Tour of the Lakes – Mr. Ed Shaw**

The Chair recognized Mr. Ed Shaw, 521 N 9<sup>th</sup> Street who is speaking on behalf of Paul Bunyan Cyclists. Mr. Shaw gave a brief history of the Tour of Lakes event that has been held at various areas in the county since 1989. He is reporting that for the first time, the bicycle ride will start in downtown Brainerd between Hockey House and Sage on Laurel in June 2019. There will be future updates and details as the event nears. The Council thanked him for the information.

### **Council Committee Reports**

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

##### **Cuyuna Lakes State Trail Joint Powers Agreement and Next Steps - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND AUTHORIZE STAFF TO WORK WITH SHORT ELLIOT HENDRICKSON (SEH) TO FORMULATE A PHASING PLAN AND WORK WITH THE DNR TO DEVELOP A COOPERATIVE AGREEMENT FOR AUTHORIZATION BY RESOLUTION AT THE NEXT COUNCIL MEETING.

##### **Downtown Snow Removal Bids - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT THE BIDS FOR THE 2018-2019 DOWNTOWN SNOW REMOVAL AND AWARD THE CONTRACT TO TOM'S BACKHOE SERVICE.

##### **Local Road Improvement Program – NW 4<sup>th</sup> Street (Riverside Drive) Next Steps - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO RECOMMEND A MOTION IN WHICH RESCINDS THE INTENT OF THE CITY TO SUBMIT HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) FUNDING DUE TO THE AWARD OF LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) FUNDING FOR A MAJORITY OF THE PROJECT COSTS, SELECTING AND REQUESTING BOLTON AND MENK TO PROVIDE A PROPOSAL FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES, AND DIRECT STAFF TO WORK ON A COST PARTICIPATION AGREEMENT WITH CROW WING COUNTY.

Council Member Pritschet requested clarification on the disadvantages of proceeding with the HSIP.

City Engineer Sandy stated there is more environmental work involved with the HSIP – if awarded it would be federal projects. He indicated there are pros and cons to both options. There are more engineering costs, more time involved, and more construction documentation needs to be done when the funds are dispersed. The advantages of having more money vs the disadvantages of needing to spend more on engineering costs.

Council Member Johnson asked what the least expensive option for the tax payer after all expenses is were paid. City Engineer Sandy stated a proposal could be requested from Bolton and Menk for both options and we could evaluate the differences in engineering costs. The HSIP may be more cost effective but it is unknown without a proposal.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO DIRECT STAFF TO NOTIFY THE PROPERTY OWNERS ON THE EASTERLY BLOCK OF JACKSON AND 3<sup>RD</sup> STREET OF THE OPPORTUNITY TO IMPROVE THE SECTION OF GRAVEL ROAD ON JACKSON STREET IF THIS ROAD IMPROVEMENT IS APPROVED.

**Resolution – Advancing Municipal State Aid Funds FY 2019 – Adopted by Resolution No. 53:18**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO ACCEPT STAFF'S RECOMMENDATION AND ADOPT A RESOLUTION IN WHICH ADVANCES MUNICIPAL STATE AID STREET FUNDS IN THE TOTAL AMOUNT OF \$1,987,000.

**RESOLUTION NO. 53:18**

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

**Personnel and Finance Committee Report**

**Approval of Bills - Approved**

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

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

**Assistance to Firefighters Grant Application - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE STAFF TO APPLY FOR A FIRE OPERATIONS AND PPE GRANT THROUGH THE ASSISTANCE TO FIREFIGHTERS GRANT (AFG) PROGRAM. THE TOTAL APPLICATION REQUEST WILL BE APPROXIMATELY \$250,000 WITH A 10% LOCAL COST SHARE IF THE GRANT IS AWARDED.

**Resignation of Paid on Call Firefighter Vork - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF PAID ON CALL FIREFIGHTER VORK EFFECTIVE OCTOBER 15, 2018.

**Police Department Request to Use Drug Forfeiture Funds – Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE THE POLICE DEPARTMENT TO UTILITZE APPROXIMATELY \$11,864 OF DRUG FORFEITURE FUNDS FOR THE PURCHASE OF THREE TACTICAL BALLISTIC PROTECTION SHIELDS AND TWO LESS LETHAL LAUNCHERS.

**Appointment of Interim Building Official Mr. Chuck Arvidson - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE DESIGNATION OF MR. CHUCK ARVIDSON AS THE CITY'S INTERIM BUILDING OFFICIAL, EFFECTIVE NOVEMBER 6, 2018, UNTIL A DATE TO BE LATER DETERMINED; FURTHER, THAT HE RECEIVE 90% OF THE BUILDING OFFICIAL BASE WAGE OR \$32.50 PER HOUR DURING THIS INTERIM ASSIGNMENT.

**Authorize Hiring Mr. Darrin Deseth for Building Inspector Position - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE THE HIRING OF MR. DARRIN DESETH AS A FULL-TIME BUILDING INSPECTOR STARTING AT \$23.435 PER HOUR (STEP A OF OUR SALARY ADMINISTRATION PLAN) EFFECTIVE NOVEMBER 6, 2018.

**Authorize Hiring Mr. David Chanski as Community Development Director - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE HIRING MR. DAVID CHANSKI AS COMMUNITY DEVELOPMENT DIRECTOR STARTING AT STEP 2 OF THE WAGE GRID OR \$6,529.50 PER MONTH EFFECTIVE DECEMBER 31, 2018; FURTHER, TO AUTHORIZE UP TO \$2,000 IN MOVING EXPENSES.

**Funding the Bridges of Hope Self-Healing Communities Project**

City Attorney Langel explained that state law reads any expenditure by a city must have a public purpose, benefit the community as a body and be directly related to a function of government and does not have as its primary objective the benefit of a private interest. A city must also have authority by either Charter or Statute and it does not appear that the authority exists in this example. It cannot be determined what the function of government is for Bridges of Hope.

Council Member Johnson argued that the Charter does implicitly authorize the expenditure and believes it does benefit the community as a whole. These Self-Healing meetings are public and in which everyone is welcome to attend. He stated this contribution fits within the Charter and State Statutes.

Council Member Hilgart clarified this is a stipulated contribution to the Self-Healing Communities Initiative specific to the City of Brainerd which is a collaboration of many entities that is being administered through the Bridges of Hope.

MOTION BY ALDERMEN BEVANS TO RESCIND THE \$1,000 CONTRIBUTION TO THE BRIDGES OF HOPE SELF-HEALING COMMUNITIES PROJECT.

The motion died for lack of a second.

**Deferment of Assessments - Approved**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE DEFERMENT FOR ALL THREE APPLICANTS FOR ASSESSMENT PAYABLE IN 2019.

## **Unfinished Business**

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

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

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

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

Cable TV Advisory Committee – 2 terms (Expire 2021)

Charter Commission – 1 term (Expire 2021) – 3 terms (Expire 2022)

Housing & Redevelopment Authority – 1 term (Expire 2023)

Library Board – 1 term (Expire 2021)

Park Board – 1 term (Expire 2023)

Public Utilities Commission – 1 term (Expire 2023)

Transportation Advisory Committee – 1 term (Expire 2019) – 3 terms (Expire 2021)

Rental Dwelling Board of Appeals – 2 terms (see below) 3 terms– (Expire 2020)

1. *Residential Property Manager Representative (2)*
2. *Residential Rental Housing Advocate Representative (1)*
3. *Tenant Representative (1)*
4. *General Public Representative (1)*

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

Airport Commission – 1 term (Expire 2021)

Planning Commission – 3 terms (Expire 2021)

Police & Fire Civil Service Commission – 1 term (Expire 2021)

## **Public Hearing and Final Reading if Proposed Ordinance No. 1483 – An Ordinance to Amend Section 1200 Intoxicating Liquor – Approved**

The Chair opened the public hearing at 8:07 p.m.

No one came forward.

The Chair closed the public hearing at 8:07 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED,  
TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1483 – AN ORDINANCE  
TO AMEND SECTION 1200 INTOXICATING LIQUOR.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON TO ADOPT  
ORDINANCE NO. 1483 – AN ORDINANCE TO AMEND SECTION 1200 INTOXICATING  
LIQUOR.

## **ORDINANCE NO. 1483**

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

**Continuation of Public Hearing and Resolution – 2018 Nuisance Contested Assessments – Adopted by Resolution 54:18**

The Chair opened the public hearing at 8:09 p.m.

No one came forward.

The Chair closed the public hearing at 8:09 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT THE RESOLUTION AS ORIGINALLY PRESENTED INCLUDING THE CONTESTED ASSESSMENTS.

**RESOLUTION NO. 54:18**

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

**New Business**

**Discussion of Council Meeting Start Time**

City Administrator Torstenson indicated there were some members interested in earlier start times for council meetings. After Council discussion, it was determined to leave the start time at 7:30 p.m.

**Public Forum**

The Chair opened the Public Forum at 8:18 p.m.

The Chair recognized Mr. Chuck Marohn, 616 N. 4<sup>th</sup> Street, who stated he is a member of the Planning Commission and had thought this issue would be on the agenda tonight. He is speaking on behalf of himself and not the commission. Mr. Marohn distributed talking points to the Council and explained the need for placing a moratorium regarding the demolition of buildings for the purposes of constructing off-street parking. The situation regarding the school district's plans need to be reviewed and discussed among the community prior to the start of the projects.

The Chair recognized Mr. Ed Shaw, 521 N. 9<sup>th</sup> Street, and spoke regarding the school district project plan. He stated that the City needs to act on the district's plans to level a portion of certain neighborhoods. Mr. Shaw has reached out directly to the district and would like the leaders of our children's education to be open, transparent and straightforward, which they have not been.

The Chair recognized Mr. Mike Higgins, 1801 Mill Avenue and owner of the Brainerd Industrial Center. He indicated he can see both sides to the school districts issues and does not agree with waiting a year to proceed with the project. The upcoming meeting with the district will be a great start for discussion on both views and does not want to see conflict. He stated the referendum is a very important part of Brainerd, and we have a strong community with a great education system.

Council Member Lambert stated at the Planning Commission meeting, it was discussed that the moratorium be no longer than three months. Mr. Marohn stated he had assumed it would be included in the agenda tonight for drafting at the next Planning Commission meeting.

The Chair closed the Public Forum at 8:35 p.m.

Council Member Johnson said he saw in the newspaper recently the school board had voted unanimously to appoint two members of their board to meet with two members of City Council. He asked if anyone knows how this turned into a joint meeting with all staff from both entities rather than just a small meeting to start with.

City Administrator Torstenson indicated she met with Ms. Laine Larson, Superintendent with ISD181. Ms. Larson said it would be best if the meeting could be publicly noticed for others to be able to attend. The meeting has been scheduled for Tuesday, November 13, 2018 at 2:30 p.m. at the Washington Education Services Building.

### **Staff Reports**

City Engineer Sandy announced the S. 6<sup>th</sup> Ribbon Cutting Ceremony on October 31<sup>st</sup> had a great turnout.

Fire Chief Holmes announced there is a new mass notification system for the City that he and Chief McQuiston have been working on with the county. Chief Holmes encourages everyone to sign up to be informed of city and county notices.

Finance Director Hillman reminded everyone of the general election tomorrow and that schools are no longer polling locations. The City of Brainerd website has a link to find your voting location.

Council Member Pritschet stated you can also visit the website, [www.pollfinder.sos.state.mn.us](http://www.pollfinder.sos.state.mn.us) to find your polling location.

City Administrator Torstenson announced the City of Brainerd's application to the National Parks Service Rivers, Trails and Conservation Assistance Program was selected to receive a technical services grant. This will be used to assist in planning and funding strategies to build the Riverfront Trail.

### **Council Member Reports**

Council Member Johnson announced the Essentia Health Sports Center lobby is setup and ready for voters to arrive. He also stated while researching the validity of the contribution to the Bridges of Hope, he found in the League of MN Cities document there is an annual limit of \$50,000 to contribute to a private economic development organization.

Council Member Hilgart attended the Northland Arboretum board meeting last week and stated the month of October brought a lot of fun events. They are now setting up for the Sertoma Winter Wonderland event and welcome volunteers.

Council Member Stunek stated he also attended the ribbon cutting event.

Council President Pritschet reminded all residents to get out and vote tomorrow and welcomed the hunters to the lakes area.

Council Member Bevans announced the arch at Gregory Park has been completely repaired and looks great. The Charter Commission will have their annual meeting on Wednesday, November 7<sup>th</sup> at 5:15 p.m. and everyone is welcome to attend.

Council Member Lambert also attended the ribbon cutting at Laurel and S.6<sup>th</sup> Street. She stated the new committee for the Rental Ordinance Review needs more volunteers and the application is available at City Hall and on the website.

Council Member Badeaux stated the first Citizen's Water Tower Committee met last week and went very well. Future meetings will be held at 6:00 p.m. on the third Wednesday of each month at City Hall and are open to the public.

**Motion to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:48 p.m.**

The Chair reconvened into open session at 9:52 p.m.

**Recess to Joint Meeting with the School District November 13, 2018 at 2:30 p.m. at the Washington Education Services Building at 804 Oak Street**

**Recess to Special Council Meeting to Canvass General Election Results and Then to a Budget Workshop on Tuesday, November 13, 2018 at 6:00 p.m.**

The Chair adjourned the meeting at 9:52 p.m.

---

Cassandra Torstenson  
City Administrator

**Brainerd, MN**  
**November 13, 2018**

Pursuant to due call and notice thereof, the Budget Workshop of the Brainerd City Council was called to order at 6:04 P.M. by Council President Pritschet.

Upon roll call, the following members were noted present: Stunek, Badeaux, Johnson, Lambert, Pritschet, and Mayor Menk. Members Bevans and Hilgart were noted as absent. Also present were City Administrator Torstenson, Finance Director Hillman, City Engineer Sandy, Police Chief McQuiston, Park Director Sailer and Park Board President Boeder.

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

### **Canvassing of 2018 General Election Results**

Finance Director Hillman distributed the Abstract of Votes Cast showing the results of the election.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE RESULTS OF THE 2018 GENERAL ELECTION IN THE CITY OF BRAINERD AS PRESENTED.

### **2019 Park Budget Presentation**

The Chair recognized Mr. Timothy Boeder, president of the Parks Board who indicated he spends approximately 60-90 minutes per month on duties for the Park Board and is a member of the Comprehensive Plan Steering Committee.

Park Director Sailer and Park Board President Boeder reviewed the proposed budget and revenue details.

Council discussion took place.

The Council thanked them for the presentation.

### **2019 Budget Workshop**

Finance Director Hillman indicated the focus of tonight's meeting is on the working funds, which are the General, Public Safety, Parks and Streets funds. These are the funds the City needs to levy for operations. The final levy needs to be certified to the county by December 28, 2018 which can be lower than what is certified but cannot be higher.

Finance Director Hillman reported that with the 2019 preliminary adopted levy of \$5,895,572 or 6% more than the 2018 levy amount and is the amount that will be used in the Truth and Taxation statements to be sent out this month. Staff presented information on the current status of the operating, debt, capital equipment and facility budgets. Information was presented on the estimated tax rate based on the preliminary levy and the estimated impact on a residential and commercial property if the levy was lowered and/or adopted as was preliminarily set. Staff requested guidance from the Council as to what change in the levy the council would like to be presented at the public hearing for the budget and levy on Monday, December 10, 2018.

Council discussion was held regarding the 2019 budget and levy. The Council then set an additional budget workshop for Monday, November 26, 2018 at 6:00 p.m.

**Adjourn**

The Chair adjourned the meeting at 7:37 p.m.

---

Cassandra Torstenson  
City Administrator

**Abstract of Votes Cast  
In the Precincts of the City of Brainerd  
State of Minnesota  
at the State General Election  
Held Tuesday, November 6, 2018**

**as compiled from the official returns.**

Summary of Totals  
City of Brainerd  
Tuesday, November 6, 2018 State General Election

|                                                                                      |      |
|--------------------------------------------------------------------------------------|------|
| Number of persons registered as of 7 a.m.                                            | 7020 |
| Number of persons registered on Election Day                                         | 464  |
| Number of accepted regular, military, and overseas absentee ballots and mail ballots | 962  |
| Number of federal office only absentee ballots                                       | 2    |
| Number of presidential absentee ballots                                              | 0    |
| Total number of persons voting                                                       | 4805 |

Summary of Totals  
City of Brainerd  
Tuesday, November 6, 2018 State General Election

**KEY TO PARTY ABBREVIATIONS**

NP - Nonpartisan

Mayor (Brainerd)

|               |            |
|---------------|------------|
| NP            | WI         |
| Edwin L. Menk | WRITE-IN** |
| 3826          | 84         |

Council Member at Large (Brainerd)

|             |                      |            |
|-------------|----------------------|------------|
| NP          | NP                   | WI         |
| Sue Hilgart | Christopher Mathison | WRITE-IN** |
| 2511        | 1491                 | 17         |

Council Member Ward 2 (Brainerd)

|              |            |
|--------------|------------|
| NP           | WI         |
| Kelly Bevans | WRITE-IN** |
| 820          | 15         |

Council Member Ward 4 (Brainerd)

|              |            |
|--------------|------------|
| NP           | WI         |
| Gabe Johnson | WRITE-IN** |
| 813          | 10         |

Detail of Election Results  
City of Brainerd  
Tuesday, November 6, 2018 State General Election

| Precinct                   | Persons Registered<br>as of 7 A.M. | Persons Registered<br>on Election Day | Total Number of<br>Persons Voting |
|----------------------------|------------------------------------|---------------------------------------|-----------------------------------|
| 18 0015 : BRAINERD W-1 P-1 | 798                                | 63                                    | 508                               |
| 18 0016 : BRAINERD W-1 P-2 | 1182                               | 66                                    | 920                               |
| 18 0020 : BRAINERD W-2 P-1 | 932                                | 56                                    | 639                               |
| 18 0025 : BRAINERD W-2 P-2 | 754                                | 44                                    | 542                               |
| 18 0035 : BRAINERD W-3 P-1 | 763                                | 56                                    | 485                               |
| 18 0040 : BRAINERD W-3 P-2 | 912                                | 69                                    | 655                               |
| 18 0042 : BRAINERD W-3 P-3 | 8                                  | 0                                     | 6                                 |
| 18 0045 : BRAINERD W-4 P-1 | 971                                | 60                                    | 607                               |
| 18 0050 : BRAINERD W-4 P-2 | 700                                | 50                                    | 443                               |
| City of Brainerd Total:    | 7020                               | 464                                   | 4805                              |

Detail of Election Results  
City of Brainerd  
Tuesday, November 6, 2018 State General Election

Office Title: Mayor (Brainerd)

| Precinct                   | NP<br>Edwin L. Menk | WI<br>WRITE-IN** |
|----------------------------|---------------------|------------------|
| 18 0015 : BRAINERD W-1 P-1 | 410                 | 6                |
| 18 0016 : BRAINERD W-1 P-2 | 757                 | 13               |
| 18 0020 : BRAINERD W-2 P-1 | 490                 | 6                |
| 18 0025 : BRAINERD W-2 P-2 | 393                 | 10               |
| 18 0035 : BRAINERD W-3 P-1 | 398                 | 9                |
| 18 0040 : BRAINERD W-3 P-2 | 523                 | 16               |
| 18 0042 : BRAINERD W-3 P-3 | 4                   | 0                |
| 18 0045 : BRAINERD W-4 P-1 | 474                 | 14               |
| 18 0050 : BRAINERD W-4 P-2 | 377                 | 10               |
| Total:                     | <b>3826</b>         | <b>84</b>        |

Office Title: Council Member at Large (Brainerd)

| Precinct                   | NP<br>Sue Hilgart | NP<br>Christopher Mathison | WI<br>WRITE-IN** |
|----------------------------|-------------------|----------------------------|------------------|
| 18 0015 : BRAINERD W-1 P-1 | 251               | 179                        | 3                |
| 18 0016 : BRAINERD W-1 P-2 | 557               | 237                        | 4                |
| 18 0020 : BRAINERD W-2 P-1 | 300               | 210                        | 0                |
| 18 0025 : BRAINERD W-2 P-2 | 254               | 147                        | 1                |
| 18 0035 : BRAINERD W-3 P-1 | 245               | 171                        | 1                |
| 18 0040 : BRAINERD W-3 P-2 | 365               | 191                        | 6                |
| 18 0042 : BRAINERD W-3 P-3 | 2                 | 2                          | 0                |
| 18 0045 : BRAINERD W-4 P-1 | 284               | 220                        | 1                |
| 18 0050 : BRAINERD W-4 P-2 | 253               | 134                        | 1                |

Detail of Election Results  
City of Brainerd  
Tuesday, November 6, 2018 State General Election

Office Title: Council Member at Large (Brainerd)

|        |      |      |    |
|--------|------|------|----|
| Total: | 2511 | 1491 | 17 |
|--------|------|------|----|

Office Title: Council Member Ward 2 (Brainerd)

| Precinct                   | NP<br>Kelly Bevans | WI<br>WRITE-IN** |
|----------------------------|--------------------|------------------|
| 18 0020 : BRAINERD W-2 P-1 | 455                | 6                |
| 18 0025 : BRAINERD W-2 P-2 | 365                | 9                |
| Total:                     | 820                | 15               |

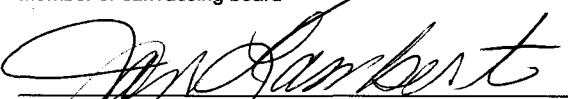
Office Title: Council Member Ward 4 (Brainerd)

| Precinct                   | NP<br>Gabe Johnson | WI<br>WRITE-IN** |
|----------------------------|--------------------|------------------|
| 18 0045 : BRAINERD W-4 P-1 | 447                | 7                |
| 18 0050 : BRAINERD W-4 P-2 | 366                | 3                |
| Total:                     | 813                | 10               |

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 6, 2018

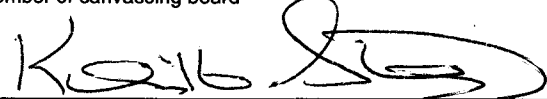
As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Brainerd Clerk. Witness our official signature at Brainerd City Hall in Crow Wing County County this 13th day of November, 2018, 2018.

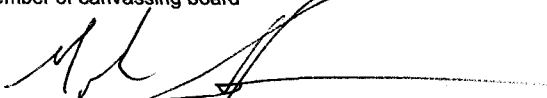
  
Member of canvassing board

  
Member of canvassing board

  
Member of canvassing board

  
Member of canvassing board

  
Member of canvassing board

  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board

State of Minnesota  
City of Brainerd

I, Cassandra Torstenson, Clerk of the City of Brainerd do hereby certify the within and foregoing 7 pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Brainerd State General Election held on Tuesday, November 6, 2018.

Witness my hand and official seal of office this 13th day of November, 2018.

Cassandra Torstenson

CITY OF BRAINERD  
LICENSED CONTRACTORS  
**CITY COUNCIL MEETING**  
**November 19, 2018**  
(3 New, 2 Renewals)

| CONTRACTOR                                                                                      | TELEPHONE      | TYPE | INSURANCE | BOND       | STATE NO. |
|-------------------------------------------------------------------------------------------------|----------------|------|-----------|------------|-----------|
| RARDIN EXCAVATING, INC.<br>10980 COUNTY 77 SW<br>NISSWA, MN 56468<br>18-0243<br>(new)           | (218) 828-0502 | EXCA | 7/1/2019  | 12/31/2018 | L364      |
| J.R. JENSEN CONSTRUCTION COMPANY<br>814 21ST AVENUE E<br>SUPERIOR, WI 54880<br>18-0244<br>(new) | (715) 398-6626 | GENL | 4/1/2019  | 12/31/2018 |           |
| DEMO UNLIMITED<br>2576 7TH AVENUE E<br>STE C<br>NORTH ST PAUL, MN 55109<br>18-0245<br>(new)     | (651) 777-5454 | DEMO | 6/1/2018  | 12/31/2018 |           |
| KOSEC CONSTRUCTION, LLC<br>PO BOX 2794<br>BAXTER, MN 56425<br>18-0246                           | (218) 838-7602 | EXCA | 9/24/2019 | 12/31/2018 | L1231     |
| FIVE STAR HOME IMPROVEMENTS LLC<br>1134 OAK KNOLL DRIVE<br>BRAINERD, MN 56401<br>18-0247        | (218) 252-0439 | GENL | 2/5/2019  | 12/31/2018 | BC645690  |

**BRainerd POLICE DEPARTMENT  
MEMORANDUM**

TO: Brainerd City Council

FROM: Police Chief Corky McQuiston

DATE: 11-14-18

RE: Monthly Report



**October Police Department Training**

Officers Tony Runde and Derek Pallansch attended the 2018 TZD Conference which was held at the Verizon Center in Mankato on October 23-24<sup>th</sup>. Officer Runde's registration cost is covered under our TZD Grant and Officer Pallansch's registration and travel costs were covered by DWI Court funding.

One of the presentations covered this year was a case study involving a distracted driving fatality that was from the area involving a 10-year old girl that was struck and killed while sitting along the roadside on MN Highway 18, on the north side of Mille Lacs Lake. The case study highlighted the process of the investigation where there were no witnesses and no vehicle parts left at the scene and how the Minnesota State Patrol, Minnesota BCA, and Aitkin County Sheriff's Department worked collectively to identify the driver and build a case that lead to a conviction.



The Seatbelt Convincer(SBC) that was purchased through the Sourcewell Grant that we partnered with on the application along with Brainerd Lakes TZD and East Central Minnesota TZD, was displayed at the conference. This is the first device of its kind in the state and it gained popularity at the conference as it was demonstrated.

Other topics covered at the conference included Distracted Driving Enforcement Strategies, Ignition Interlock use outcomes, Drugged Driving Enforcement, Older Drivers at Risk, Drone Use at Emergency Scenes, and Drowsy Driving.

In October, all officers completed our Fall Firearms In-Service Training and Qualifications. We utilized the Crow Wing County Range for this training day, which is located at the south end of the fairgrounds. Special training drills were incorporated focusing on increasing accuracy and transitioning from handguns to rifles during movement and the utilization of cover.



On October 30<sup>th</sup>, Sergeant John Davis attended a one-day training at the BCA office in St. Paul. The BCA hosted ICAT(Integrating Communications, Assessment, and Tactics) Train-the-Trainer sessions. We've mentioned these concepts before, and the ICAT concepts and training are continuing to grow across the nation as a new way of thinking about use-of-force training for American police officers. ICAT is anchored by a Critical Decision-Making Model that helps officers assess situations, make safe and effective decisions, and document and learn from their actions.

On October 25<sup>th</sup>, Deputy Chief Bestul and Officer Ron Myers(our Sr. Tactical Team Member) attended a symposium at the Anoka Technical College that reviewed two critical incidents. The first incident was a debriefing of the October 1<sup>st</sup>, 2017, Las Vegas mass shooting where 58 people were killed at a music festival by a lone sniper from an elevated position. The debrief covered all the aspects of the response. The second incident covered was the law enforcement response and events surrounding the 2016 murder of Fargo Police Officer Jason Mozer.

### **October Police Activity**

At about 3:15 pm on October 11<sup>th</sup>, Brainerd Police Officer Travis Gleason observed male known to police as 28-year-old Devon Majersky driving at North 8<sup>th</sup> and Washington Streets. Officers were aware that Majersky has a canceled Minnesota Driver's License and is designated Inimical to Public Safety. He was driving a blue Ford Explorer and when Officer Gleason activated emergency lights to stop the vehicle, Majersky immediately accelerated and began to flee going south on South 6<sup>th</sup> Street through the road construction zone that had construction workers actively working.

Majersky continued through the work zone on South 6<sup>th</sup> Street at a very high rate of speed nearly striking workers and causing damage to newly installed traffic control devices. Majersky continued fleeing officers driving south and turning off on several side streets, driving through the yards of several homes attempting to evade officers, refusing to stop.

Majersky drove through the industrial park area of SE Brainerd and then entered the Crow Wing County Fairgrounds area. Driving around the east side of the fairgrounds, Majersky crashed through the chain link fence at the south end where an assisting officer was waiting. The fencing crashed into our police car causing extensive damage. Majersky then continued to flee from officers on foot east into the wooded-swampy area where officers were able to apprehend him.

Majersky was arrested and transported to jail where he remains in custody on charges of Fleeing a Police Officer in a Motor Vehicle, 1<sup>st</sup> Degree DWI, Driving After Cancellation and Probation Violations. Majersky has an extensive criminal past and police are very thankful that none of the construction workers or anyone else was harmed as a result of this.

---

At about 8 pm on Sunday, October 21<sup>st</sup>, Police and Fire Rescue were dispatched to a report of a single-vehicle crash involving a vehicle that had ran off the roadway from South 5<sup>th</sup> Street, south of Quince Street.

The vehicle involved was a 2011 Chrysler 200 Touring Sedan that had been traveling southbound on 5<sup>th</sup> Street. The vehicle had crossed over into the opposite lane, leaving the roadway on the southeast side and traveled down the steep embankment. The vehicle overturned landing on its roof and had extensive damage in multiple areas.

Extrication was needed to remove the driver from the vehicle. The driver was the lone occupant and identified as 46-year-old Todd Harold Hagen of Nisswa. Hagen was transported by air ambulance to a Twin Cities area hospital with serious injuries.

Alcohol is believed to be involved and witnesses reported the vehicle traveling at a very high rate of speed. The Baxter Police Department, Brainerd Fire Department, Minnesota State Patrol, Crow Wing County Sheriff's Department, and North Ambulance assisted with this incident.

### **Body Worn Camera Data Report**



| Month     | Number of Videos | Hours of Videos | GB of Videos | Average MB per Video | Average Time Length of Videos | Average Number of Videos Per Day |
|-----------|------------------|-----------------|--------------|----------------------|-------------------------------|----------------------------------|
| September | 1788             | 339 Hours       | 656 GB       | 367 MB               | 11.40 Minutes                 | 60                               |
| October   | 1610             | 340 Hours       | 641 GB       | 398 MB               | 12.67 Minutes                 | 52                               |

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

| ICR      | Date Reported | Title               | Address                           | Summary Contains     |
|----------|---------------|---------------------|-----------------------------------|----------------------|
| 18014020 | 10/06/18      | Conduct on Premises | 710 Laurel Street                 | Conduct on Premises. |
| 18014595 | 10/18/18      | Conduct on Premises | 612 Norwood Street                | Conduct on Premises. |
| 18014951 | 10/26/18      | Conduct on Premises | 810 Walnut Street                 | Conduct on Premises. |
| 18015198 | 10/31/18      | Conduct on Premises | 1002 South 8 <sup>th</sup> Street | Conduct on Premises. |

### **Monthly Police Activity**

| October                            | 2018   | 2017 |
|------------------------------------|--------|------|
| Calls                              | 1491   | 1499 |
| Citations (Inc. Parking)           | 207    | 182  |
| Part I and Part II Crimes Reported | 206 ** | 274  |

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

67 parking tickets were issued in the month of October with the following dispositions:

|    |                           |
|----|---------------------------|
| 2  | Dismissed                 |
| 1  | Business Validations      |
| 37 | Paid in Full              |
| 0  | Partial Payments Received |
| 27 | No Payment Received       |

Revenue Recapture Receipts:

To Date:       \$ 40,350.69

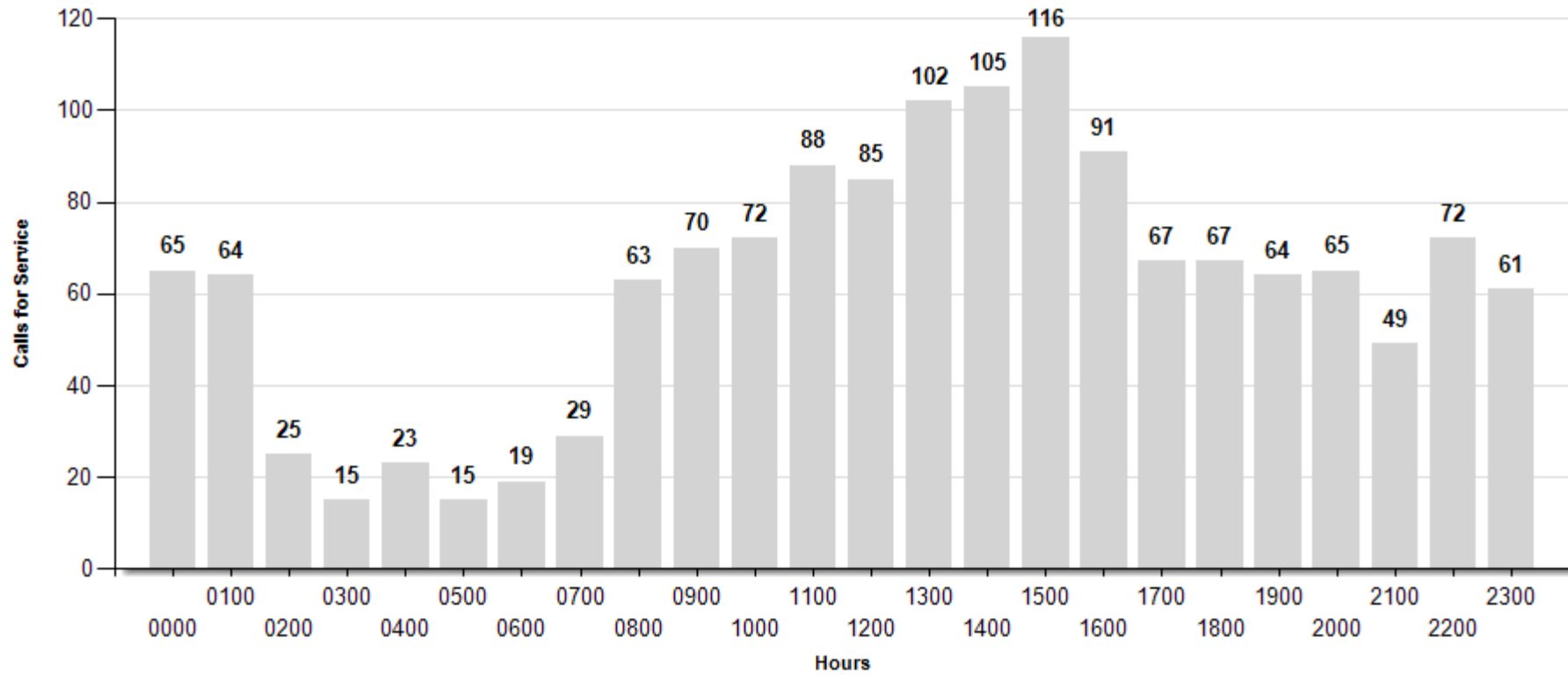
In 2018:       \$ 6,562.00



# Calls for Service Hourly

10/1/2018 to 10/31/2018

Total Calls: 1542





# WELCOMING COMMUNITIES

## Program Introduction

### Issue:

There is not an industry in our country that is immune to the workforce shortage...education, health care, technology, construction and the list goes on and on...and we know that workers/people want to live, work and raise their children in communities that are welcoming to ALL people.

Wise Economic Development practitioners know that we no longer need to focus as much on business attraction as businesses will locate where they have a qualified workforce and have shifted toward attracting that workforce. We are in a "global race for talent" and Eco. Dev. practitioners are keenly aware of the changing demographics, populations and cultures and to successfully attract a workforce, we will need welcoming communities.

Thus, there is a financial and social **cost benefit** to those communities who are welcoming to residents. Rural communities who are welcoming to ALL people; despite their age, gender, disabilities, race, religion, national origin or family status will be the communities who win the race for the talent. When communities attract a qualified workforce, we attract new businesses and increase entrepreneurial activity AND we effectively deliver important services such as education and health care to residents. Companies and organizations create & retain jobs in stable healthy communities with a high quality of life. Being welcoming means we offer a sense of belonging, which is a quality of life VALUE or indicator.

Becoming a welcoming community can be led by the private sector **but it's much more of a movement or a developmental shift than the private sector can achieve alone.** Locally elected officials and staff of municipals and school boards and those who serve and work for non-profits can collectively lead alongside the private sector with strategies that attract and retain families.

Boards and leaders can consider how they support staff and onboarding, being intentionally inclusive when updating capital improvement or comprehensive/school plans.....and how we represent and promote our communities and schools to the rest of the world. Staff can consider how we interact with community members and students. Strategically, we should consider individual and collective roles in this movement.

### Approach:

Some great work has already begun in the space of recognizing how to improve our desire to be a welcoming region. Our Workforce Investment Board and Chambers have led the way with the private sector, our foundation leadership/fellowship programs are assisting individuals in leadership growth that is welcoming and our higher educational institutions are working on intercultural development of staff and students. The Education Solutions department of SourceWell has established some amazing programs and opportunities for teachers and school districts. ***R5DC's effort targets elected officials (county, city, township, school districts) and non-profits to be part of the "welcoming communities" effort, as an economic development/workforce attraction strategy.***

Building upon the regional branding efforts of THE GOOD LIFE, and the work of regional partners...R5DC will engage 10 local units of government (including school boards) & non-profits over the next 12 months by administering and delivering GROUP & Individual **Intercultural Development Inventory (IDI) Assessments** that will aim to assist **our understanding and ability to experience cultural difference, how to set/achieve goals that further develop individual and group skills that impact community service.**

***Differences create nothing...how we choose to interact across cultures makes a difference.***

IDI offers a common language to talk about groups goals and a collective plan with customized learning options based on learning styles and preferences. It's a self-reflective tool that allows individuals and groups an opportunity to be intentional about welcoming people.

Bullets:

-  **Politics:** Workforce attraction is a bi-partisan issue for all community members – being welcoming is a Quality of Life that makes people feel invested and want to work and live in our region. Being culturally connected is based on how we interact with difference.
-  **Qualifications:** IDI is an internationally normed data driven developmental model and assessment tool, three R5DC staff have been trained to deliver IDI assessment results as “Qualified Assessors” via intense training supported by the Blandin Foundation. R5DC staff deliver individual and groups assessment that offer a path to improve welcoming goals.
-  **Time commitment:** Each individual IDI survey assessments takes aprox 20 minutes to complete from your home/work computer. Group results are then aggregated from individual assessments. R5DC staff deliver the group assessment results in 2 hours. Following delivery of the group results, those who request individual results can schedule a follow up 30-minute confidential one-on-one session with a qualified R5DC team member. Total time for an individual who takes the survey, participates in the delivery of the group results and receives one-on-one results is less than 3 hours.
-  **Confidential:** All assessments are treated as confidential information. NO right or wrong results...it simply reports how individuals and groups experience challenges across differences. It's a cultural world view!
-  **Cost:** All R5DC staff time and expenses of the assessments are supported by the Blandin and Northwest Area Foundation for the first 10 groups who participate in this “Welcoming Communities” program, thus there is **NO Charge** for the first 10 groups who participate.
-  **Media:** For those who want the press, in 2019 R5DC will host a celebration of the first 10 communities/organizations who complete this Welcoming Communities program. The intent is to showcase the great communities/school districts/organizations in our region who are welcoming in hopes that additional groups follow.



## INTERCULTURAL DEVELOPMENT INVENTORY (IDI) ASSESSMENT

The Intercultural Development Inventory is a 50-item questionnaire available online that can be completed in 15–20 minutes. The IDI includes up to six (6) customized questions that can be added to the questionnaire. The IDI includes contextualizing questions that allow respondents to describe their intercultural experiences in terms of (a) their cross-cultural goals, (b) the challenges that they face navigating cultural differences, (c) intercultural incidents that they face when they encounter cultural differences, and (d) the ways they navigate those cultural differences. These questions allow individuals to reflect on how their IDI results relate to their cross-cultural goals and challenges, increasing cultural self-understanding, and enabling improved accomplishment of key cross-cultural goals.

After individuals complete the IDI questionnaire, each person's responses to the 50 items are analyzed and reports are prepared for the group and per individual. Individual reports are offered to those who wish to see their results via one-on-one 30 minute sessions.

### Outcomes

Outcomes can be customized by organization. However, some general outcomes of this assessment are:

- Provides a baseline assessment and organizational development, including training needs assessment, program evaluation and benchmarking
- Provides a language for discussing culture in a professional setting

### Timeline

|                                                                                     |                                                  |
|-------------------------------------------------------------------------------------|--------------------------------------------------|
| Group requests an IDI Assessment                                                    | Via email after informational meeting            |
| IDI Assessment Link is sent to the participants                                     | One week after executed agreement                |
| Participants have assessments completed                                             | One week after receiving link                    |
| R5DC facilitates a group profile meeting- 2 hour in length                          | One week after profile assessments are completed |
| Optional: R5DC completes Individual Profile meetings as requested- 30 to 45 minutes | Same day as group or scheduled via phone or Zoom |

### Contact Info

Cheryl Lee Hills, Executive Director, [chills@regionfive.org](mailto:chills@regionfive.org), 218-894-3233 x1

Dawn Espe, Regional Development Planner, [despe@regionfive.org](mailto:despe@regionfive.org), 218-894-3233 x3

Staci Headley, Regional Development Planner, [sheadley@regionfive.org](mailto:sheadley@regionfive.org), 218-894-3233 x5

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

November 19, 2018  
City Council Chambers  
6:45 P.M.

1. Event/Street Closure Application – Gnome for the Holidays
2. Breweries and Taprooms/Odor Restriction Language
3. Resolution – Joint Powers Agreement for Cuyuna Lakes State Trail Construction with the State of Minnesota
4. Resolution – Joint Powers Agreement for Facility Maintenance with Crow Wing County



# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

|                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                          | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b>                                                                                                                                                                                                                                                                                                      | <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Presenter (Name &amp; Title):</b>                                                                                                                                                                                                                                                                                      | <b>Estimated Time Needed:</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Impact:</b><br><i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>What is the total cost, with tax and shipping</i> \$ _____<br><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>Please Explain:</i> |                                                                                                                                                                                                                                                                                                                                                                                                     |



**RECEIVED**

NOV 01 2018

CITY OF BRAINERD  
ADMINISTRATION

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

### **Brainerd, Minnesota**

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

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

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

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

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

## PART I: GENERAL INFORMATION

Name of the event: Gnome for the Holidays  
Date(s) of the event: November 24th, 2018  
Time of event (setup to breakdown): Noon - 6 pm  
Location: Downtown Brainerd  
Estimated number of attendees: 300

### Organizer Information

Organizer's name (Please print): Nancy Williams  
Organizer's address: 704 Laurel St  
Event contact person: same  
Event contact daytime phone number: (h) \_\_\_\_\_ (w) 828-784 (c) \_\_\_\_\_  
Event contact persons e-mail address: \_\_\_\_\_  
Contact name and phone number to be used on the day of the event:  
(h) \_\_\_\_\_ (w) same (c) \_\_\_\_\_  
For Profit/Nonprofit status (type): \_\_\_\_\_

### 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: Santa, trolley rides,  
small warming area, carols

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

### **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.

**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. The City will supply you with a Notice of Hearing flyer to use in notification that lists the necessary information.

---

---

**PART II: STREET CLOSURE REQUEST**

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

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

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

---

---

---

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

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

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

---

---

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

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

---

---

---

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

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

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

#### Contact Information:

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

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

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

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

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

#### PART V: SIGNATURE OF EVENT APPLICANT

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

  
\_\_\_\_\_  
Signature of the Event Applicant

10/31/2018

Date submitted to the City

**Nancy Williams**  
\_\_\_\_\_

PRINT NAME

**chair**  
\_\_\_\_\_

Event Applicant Title

**PART VI: FOR OFFICIAL USE ONLY**

**Departmental Sign-Offs Required**

|                           | Approval Date/Initials | Comments                                                                    |
|---------------------------|------------------------|-----------------------------------------------------------------------------|
| Brainerd Public Utilities | <u>OK</u>              |                                                                             |
| City Administration       | <u>OK</u>              |                                                                             |
| Engineering Depart.       | <u>OK</u>              |                                                                             |
| Fire Department           | <u>OK</u>              |                                                                             |
| Fire Support/EMS          | <u>OK</u>              |                                                                             |
| Parks and Recreation      | <u>OK</u>              |                                                                             |
| Planning Department       | <u>OK</u>              |                                                                             |
| Police Department         | <u>OK</u>              | <u>Chief McGuston has advised staff of Trolley ride routes &amp; times.</u> |

**Certification of Street Closure Approval**

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

---

---

---

---

---

---

---

---

---

---

**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





# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

|                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                          | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b>                                                                                                                                                                                                                                                                                                      | <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Presenter (Name &amp; Title):</b>                                                                                                                                                                                                                                                                                      | <b>Estimated Time Needed:</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Impact:</b><br><i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>What is the total cost, with tax and shipping</i> \$ _____<br><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>Please Explain:</i> |                                                                                                                                                                                                                                                                                                                                                                                                     |



# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

|                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                          | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b>                                                                                                                                                                                                                                                                                                      | <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Presenter (Name &amp; Title):</b>                                                                                                                                                                                                                                                                                      | <b>Estimated Time Needed:</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Impact:</b><br><i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>What is the total cost, with tax and shipping</i> \$ _____<br><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>Please Explain:</i> |                                                                                                                                                                                                                                                                                                                                                                                                     |

**Subd. 24. Cuyuna Lakes Trail, Crow Wing and Aitkin Counties.** (a) The trail alignments shall originate in Crow Wing County at the Paul Bunyan Trail in the city of Baxter and shall extend in an east-northeasterly direction to the city of Riverton, Crow Wing County, where they shall connect to the Sagamore Mine segment of the Cuyuna Country State Recreation Area. The trail alignments shall then continue in a northeasterly direction, generally along and using former railroad rights-of-way insofar as practical, to connect with the main body of the Cuyuna Country State Recreation Area, the communities of Ironton and Crosby in Crow Wing County, and the Croft Mine Historical Park. The trail alignments shall then continue in an east-northeasterly direction, generally along and using former railroad rights-of-way insofar as practical, to the city of Cuyuna in Crow Wing County, and then continue east to the city of Aitkin, Aitkin County, and there terminate.

(b) The trail shall be developed as a multiuse, multiseasonal, dual treadway trail.

**R E S O L U T I O N**  
**N O \_\_\_\_\_**

**RESOLUTION TO ENTER INTO A COOPERATIVE AGREEMENT BETWEEN THE STATE OF MINNESOTA AND THE CITY OF BRAINERD FOR THE DEVELOPMENT OF THE CUYUNA LAKES STATE TRAIL WITHIN THE CITY OF BRAINERD AS AUTHORIZED BY MINNESOTA STATUTE 85.015, SUBD. 24.**

WHEREAS, the State and City have determined that providing a contiguous State managed, administered, and constructed trail corridor for the Cuyuna Lakes State Trail in Brainerd is a high priority, and;

WHEREAS, the State and the City have determined the joint responsibility for the construction, management, and administration of the Trail will benefit the general public, and;

WHEREAS, a cooperative agreement between the State of Minnesota and the City of Brainerd for the engineering and construction of the Cuyuna Lakes State Trail in Brainerd has been developed, and;

WHEREAS, Minnesota Statute 85.015, Subd. 24 identifies trail alignments for the Cuyuna Lakes State Trail, and related monies have been appropriated for the construction of the identified trail alignment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, to enter into the cooperative agreement (attached) between the State of Minnesota and the City of Brainerd for the construction of the Cuyuna Lakes State Trail in the City of Brainerd.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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

ATTEST: \_\_\_\_\_  
CASSANDRA TORSTENSON  
City Administrator



# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

|                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                          | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b>                                                                                                                                                                                                                                                                                                      | <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Presenter (Name &amp; Title):</b>                                                                                                                                                                                                                                                                                      | <b>Estimated Time Needed:</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Impact:</b><br><i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>What is the total cost, with tax and shipping</i> \$ _____<br><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>Please Explain:</i> |                                                                                                                                                                                                                                                                                                                                                                                                     |

**R E S O L U T I O N**  
**NO \_\_\_\_\_**

**RESOLUTION TO ENTER INTO A COOPERATIVE AGREEMENT BETWEEN CROW WING COUNTY  
AND THE CITY OF BRAINERD FOR FACILITIES MAINTENANCE PURSUANT MINNESOTA  
STATUTE SECTION 471.59**

WHEREAS, the City and County desire to enter into an Agreement whereby the County provides general maintenance, technical maintenance, and administrative support services at buildings where the City has operations, and;

WHEREAS, the parties recognize and acknowledge that the Agreement will benefit both the City and the County, and;

WHEREAS, Minnesota Statute section 471.59 authorizes cities of this state and counties to enter into joint powers agreements for the joint exercise of powers.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, to enter into the cooperative agreement (attached) between Crow Wing County and the City of Brainerd for the services as outlined in the Agreement.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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

ATTEST: \_\_\_\_\_  
CASSANDRA TORSTENSON  
City Administrator

**JOINT POWERS AGREEMENT  
BETWEEN THE CITY OF BRAINERD AND  
CROW WING COUNTY**

THIS AGREEMENT is made and entered into on the latest date set forth below by and between the City of Brainerd (“City”), a Minnesota municipal corporation, and Crow Wing County (“County”).

Recitals

WHEREAS, the City and the County (“the Parties”) desire to enter an Agreement whereby the County provides general maintenance, technical maintenance, and administrative support (“Services”) at buildings where the City has operations in exchange for a lump sum of money;

WHEREAS, the Parties recognize and acknowledge that the Agreement will benefit both the City and the County;

WHEREAS, Minnesota Statutes section 471.59 authorizes cities of this state and counties to enter into joint powers agreements for the joint exercise of powers.

NOW, THEREFORE, in consideration of the mutual promises set forth below, the Parties agree as follows:

1. Recitals. The above Recitals are incorporated herein.
2. Purpose. The purpose of this Agreement is set forth in the terms of the Agreement between the two parties concerning the provision of general maintenance, technical maintenance, and administrative support by the County at City buildings in exchange for a sum of money. This Agreement does not create a joint powers board.
3. Term. This Agreement lasts for a term of one calendar year beginning on January 1, 2019. The Agreement will automatically renew unless either party provides ninety (90) days’ written notice to the other party. The Payment as described in Paragraph 6 will remain the same, unless mutually agreed to by the Parties.
4. Buildings in Project Scope (“Buildings”). Unless otherwise limited in this Agreement, the County will perform Services at the following buildings:

- a. Brainerd City Hall  
501 Laurel Street  
Brainerd, MN 56401
- b. Brainerd Police Department  
225 East River Road  
Brainerd, MN 56401
- c. Brainerd Main Fire Station  
23 Laurel Street  
Brainerd, MN 56401
- d. Brainerd Northeast Fire Station  
1301 Mill Avenue  
Brainerd, MN 56401

5. County Responsibilities. The County will be responsible for the following:

- a. Contracted Service Takeover. The County will negotiate, pay for, and maintain annual generator maintenance contracts, elevator service contracts, fire protection service contracts, pest control service contracts, plumbing contracts (out of scope work), boiler tuning contracts, and overhead door contracts. The County will enter into and maintain commercially reasonable contracts that do not interfere with the occupancy and ownership rights of the City.
- b. Grounds Maintenance. The County will perform the following grounds maintenance:
  - i. Snow Removal. Includes the removal of snow from and application of deicer to sidewalks, entrances, and doorways at the Brainerd City Hall, the Brainerd Police Department, and at the Brainerd Main Fire Station. This also includes removal of snow on weekends from walkways from the emergency services buildings at the Brainerd Police Department and Brainerd Main Fire Station, consistent with the weekend snow removal the County currently performs at the Crow Wing County Sheriff's Office.

Snow removal does not include removal of snow from parking lots, except as otherwise provided pursuant to this Agreement.

The County has no obligation to perform any snow removal at the Brainerd Northeast Fire Station.

- ii. Lawn Maintenance. Includes mowing, trimming, landscape maintenance, aerating, edging, pruning, and debris removal and disposing at the Brainerd City Hall, the Brainerd Police Department, and at the Brainerd Main Fire Station.

Lawn maintenance does not include application of fertilizer, chemical weed control, or the plantings of shrubs, flowers, bushes, or trees.

The County has no obligation to perform any lawn maintenance at the Brainerd Northeast Fire Station.

- iii. Irrigation. Includes general maintenance and repair of irrigation system, including replacing or repairing sprinkler heads and water lines, electrical troubleshooting and maintenance, and annual spring start-up and fall shut-down, including blowing out systems, at all buildings under this contract.
- iv. Exterior Building Envelopes. Includes diagnosing and repairing leaks on rooftops, repairing or maintaining roof drains, caulking or sealing exterior doors and windows, and flashing repairs at all Building.
- v. Exterior and Overhead Doors. Includes door hardware repairs, re-keying locks, overhead door repair, and threshold and door adjustments or repairs at all Buildings.
- vi. Outdoor Lighting. Includes re-lamping, wiring, or otherwise repairing outdoor building-mounted lights.

- c. Electrical Systems. The County agrees to be the Master Electrician of Record the City of Brainerd for buildings under this agreement, which includes maintaining the appropriate license, organizing electrical inspections, and pulling permits on the City's behalf. In addition, the County agree to perform the following at the Buildings:

- i. Lighting Circuits. Includes repairing and re-wiring lighting circuits, ballast repairs or replacements, and re-lamping ballasts.

- ii. Power Circuits. Includes repairing or re-wiring power circuits, outlet or light switch repairs or replacements, and outlet or light switch cover repair or replacements.
- iii. Data Drops. Includes repairing or re-wiring data circuits, wiring ends on cables, and setting new data points.
- iv. Generators. Includes general monthly generator start-ups and checks per manufacturer's recommendations.
- d. General Interior Building Maintenance. The County agrees to: (1) perform painting, drywall, ceiling tile, and doors/locks/hardware repairs; (2) shampoo carpets yearly; (3) perform hard floor surface maintenance, including stripping, waxing and repairing at all of the Buildings.
- e. Plumbing. The County agrees to repair sinks, faucets, urinals, toilets, drinking fountains, water coolers, and water heaters at all Buildings.

The County is not responsible for leak repairs, but it must notify the City immediately when a leak is discovered on the City's portion of a Building.

- f. Heating, Ventilation, and Air Conditioning ("HVAC"). The County will perform the following HVAC-related activities at all the Buildings:
  - i. Air Handlers. Includes repair in relation to filters, belts, bearings, shafts, grease, motors, sensors, valves, and actuators; and also includes preventative maintenance and repairs in the spring and fall in accordance with manufacturers' recommendations.
  - ii. Radiant Heaters. Includes repairs and preventative maintenance in accordance with manufacturers' recommendations.
  - iii. Boilers. Includes repairs and preventative maintenance in accordance with manufacturers' recommendations.

The City will continue to provide routine checks on boilers.

- iv. Pumps. Includes greasing, repairs of couplings, leaks, and seals, and preventative maintenance in accordance with manufacturers' recommendations.
  - v. Rooftop Units. Includes repairs to belts, bearings, and compressors; coil cleanings; and preventative maintenance in accordance with manufacturers' recommendations.
- g. Controls. The County will provide technical support for control systems in place at the Buildings. The County will also recommend upgrades for control systems based upon its experience and expertise.
- h. Administrative Tasks. The County will:
  - i. Provide designated City personnel access to the County's Computerized Maintenance Management Software (CMMS).
  - ii. Provide administrative support time, including the initial set-ups of assets and preventative maintenance schedules for the assets in the asset management program in the Buildings.
  - iii. Assist the City in making capital equipment decisions.
  - iv. Provide monthly reports work completed via electronic reporting in the CMMS. Also, the City and County will meet quarterly for a more holistic contract review.
- i. Work Orders. The County will set up a system in which each building that is part of this Agreement will have a separate system of work orders. The Parties agree that work orders will be submitted through designated City staff provided by the City. The County will process all work orders submitted, regardless of from the County or the City, and prioritize work orders based on the severity of the work order as determined by the County. All repairs estimated to be in excess of \$1,500 must receive authorization from the appropriate supervisor or department head in both the City and the County.
- j. County Emergency Line. The County agrees that it will provide the City with access to its County emergency line, which may be used

during after-hours. City staff may make calls to the County emergency line at staff discretion.

- k. Materials. The County will keep track of all materials needed to repair City equipment and invoice the City on a quarterly basis. This invoiced amount is separate and apart from the Payment amount in Paragraph 6(b).
  - l. Labor Hours. The County will keep track of all labor hours it spends on City-related projects through the CMMS, and these hours will be recorded on a quarterly basis and provided to the City. Contract amount for services is based upon 2,080 hours of maintenance and administrative support.
6. City Responsibilities. The City will be responsible for the following:
- a. Access. The City shall give the County access to all the Buildings through the use of keys, key cards, or other tools as necessary.
  - b. Payment. The City shall pay the County a lump sum of \$10,000 per month in exchange for the services the County provides as outlined in Section 5.
  - c. Parts Budget. The City shall maintain a parts budget that will be given to the County as a line item budget number. Nothing in this subparagraph 6(c) alters the Payment amount in Paragraph 6(b).
  - d. Materials Payment. The City shall pay the invoiced amount in Paragraph 6(k) on a timely basis.
7. Termination. This Agreement shall be terminated by either party, at any time with or without cause, with 90 days' written notice delivered in person to the other party.
8. Approval. Before this Agreement shall become binding and effective it shall be approved by appropriate resolutions of the City and the County.
9. Complete Agreement. It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter of this Agreement. Any alterations, variations or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

10. Mutual Drafting. This Agreement is the result of negotiations between the parties and, accordingly, shall not be construed for or against either party, regardless of which party drafted any the Agreement or any portion thereof. The Agreement shall for all purposes be deemed to have been mutually drafted.
11. Notice. For purposes of delivery of notices herein, the notice shall be effective if personally delivered, or delivered by certified mail, to the City Administrator of the City of Brainerd, 501 Laurel Street, Brainerd, MN 56401, or for the County, to the Facilities Manager for Crow Wing County, 202 Laurel St, Brainerd MN 56401.

**CITY OF BRAINERD**

\_\_\_\_\_

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

**CROW WING COUNTY**

\_\_\_\_\_

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

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

November 19, 2018  
City Hall Conference Room  
7:15 PM

1. Approval of Bills & Transfer of Funds

|                                                                       |          |
|-----------------------------------------------------------------------|----------|
| From Parking Lot Fund to Streets: 2017-2018 Downtown Snow Removal     | \$22,729 |
| From Parking Lot Fund to Construction Fund: Downtown Special Services | \$1,905  |

2. Memorial Park WWII Monument and Flag Pole

3. 2018 Audit Services – Engagement Letter

4. Deferred Assessment Resolution Discussion



# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

|                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                          | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b>                                                                                                                                                                                                                                                                                                      | <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Presenter (Name &amp; Title):</b>                                                                                                                                                                                                                                                                                      | <b>Estimated Time Needed:</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Impact:</b><br><i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>What is the total cost, with tax and shipping</i> \$ _____<br><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>Please Explain:</i> |                                                                                                                                                                                                                                                                                                                                                                                                     |



# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

|                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                          | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b>                                                                                                                                                                                                                                                                                                      | <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Presenter (Name &amp; Title):</b>                                                                                                                                                                                                                                                                                      | <b>Estimated Time Needed:</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Impact:</b><br><i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>What is the total cost, with tax and shipping</i> \$ _____<br><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>Please Explain:</i> |                                                                                                                                                                                                                                                                                                                                                                                                     |



CliftonLarsonAllen LLP  
PO Box 648, Brainerd, MN 56401-0648  
14275 Golf Course Drive, Suite 300  
Brainerd, MN 56425-8674  
218-828-0100 | fax 218-828-9503  
CLAconnect.com

October 1, 2018

Honorable Mayor, City Council, and Management  
City of Brainerd  
501 Laurel Street  
Brainerd, Minnesota 56401

Dear Honorable Mayor, City Council, and Management:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for the City of Brainerd ("you," "your," or "the entity") for the year ended December 31, 2018.

Mary L. Reedy, CPA is responsible for the performance of the audit engagement.

**Audit services**

We will audit the financial statements of the governmental activities,, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City of Brainerd, as of and for the year ended December 31, 2018, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.
2. Budgetary comparison schedules.
3. Schedule of funding progress – other postemployment benefits.
4. Schedule of the City's proportionate share of the net pension liability.
5. Schedule of the City's contributions.

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards
2. Combining and individual nonmajor fund financial statements and schedules.
3. Component unit financial statements proportionate share of the net pension liability.

The following information other than RSI accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors' report will not provide an opinion or any assurance on that information:

1. Introductory section.
2. Statistical information

#### **Nonaudit services**

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.

#### **Audit objectives**

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an

integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. We will also perform the procedures and provide the Independent Auditors' Report on Compliance with Requirements Applicable to the Passenger Facility Charge Program and on Internal Control over compliance and on the Schedule of Expenditures of Passenger Facility Charges.

#### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement"

for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

#### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the start of fieldwork.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted

responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

### **Use of financial statements**

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

### **Engagement administration and other matters**

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be

electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental

agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

### **Mediation**

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

### **Time limitation**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

## **Fees**

We estimate that our fees for basic audit and federal single audit services will be \$46,020 representing a 1% increase from the prior year. This fee includes Airport Passenger Facility Charge audit and any out-of-pocket costs such as report production, word processing, postage, etc., and internal and administrative charges. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

## ***Changes in accounting and audit standards***

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

## ***Other fees***

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

## ***Finance charges and collection expenses***

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

## **Consent**

### ***Consent to use financial information***

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of City of Brainerd's information in these cost comparison, performance indicator, and/or benchmarking reports.

### **Subcontractors**

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

### **Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

**CliftonLarsonAllen LLP**



Mary L. Reedy, CPA, CGFM  
Principal  
320-203-5534  
mary.reedy@CLAconnect.com

### **Response:**

This letter correctly sets forth the understanding of City of Brainerd.

Authorized governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Authorized management signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

|                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                          | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b>                                                                                                                                                                                                                                                                                                      | <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Presenter (Name &amp; Title):</b>                                                                                                                                                                                                                                                                                      | <b>Estimated Time Needed:</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Impact:</b><br><i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>What is the total cost, with tax and shipping</i> \$ _____<br><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>Please Explain:</i> |                                                                                                                                                                                                                                                                                                                                                                                                     |

**RESOLUTION**  
**NO. 54:16**

**WHEREAS**, Minnesota Statutes 435.193 through 435.195 authorizes the City of Brainerd to defer the payment of special assessments against any homestead property for certain citizens; and

**WHEREAS**, said deferment of assessment may be permitted at the discretion of the City Council; and

**WHEREAS**, the City Council of the City of Brainerd finds and determines that deferral of special assessments for certain citizens is in the public interest; and

**WHEREAS**, it is necessary and proper that the City Council set forth its general policies and guidelines for granting said deferrals of special assessments for citizens.

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

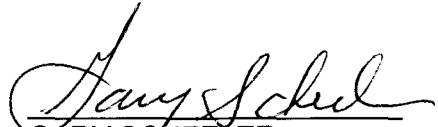
1. That the City Council does endorse the principle of deferment of special assessments for citizens where the payment of said special assessments constitutes hardship.
2. The Council, in accordance therewith, may defer the payment of any special assessment on homestead property when payment of the assessment would create a hardship upon the property owner as defined herein.
3. The deferment may be granted upon an application by the owner on a form prescribed by the County Auditor supplemented by the City Administrator to establish the qualifications of the owner for said deferment. All deferments shall be subject to renewal each following year upon the filing of a similar application not later than August 15. The Council shall either grant or deny the deferment, and if it grants the deferment, the deferred assessment shall bear interest at the rate established in the Resolution adopting the assessment. If the Council grants the deferment, the City Administrator shall notify the County Auditor who shall, in accordance with Minnesota Statute 435.194, record a notice of the deferment with the County Recorder setting forth the amount of the assessment.
4. A hardship shall be deemed prima facie to exist when all of the following apply:
  - A. The applicant's spouse and family combines shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of application. All data necessary to confirm applicant's income shall be furnished to the City Administrator.
  - B. The special assessments to be deferred exceed \$300.00.

- C. The total assets of the applicant and spouse, exclusive of the homestead, do not exceed \$25,000.00.
- D. The Crow Wing County Assessor's estimated market value of the applicant's homestead is less than \$110,000.

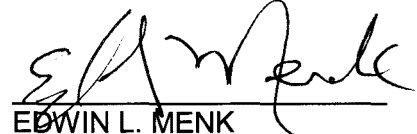
Notwithstanding the foregoing provisions of this paragraph, the City Council may consider exceptional and unusual circumstances pertaining to an applicant not covered by the above standards; but any determination shall be made in a non-discriminatory manner and shall not give the applicant an unreasonable preference or advantage over the other applicants.

- 5. Retirement by reason of permanent and total disability shall be deemed prima facie to exist when the applicant presents a sworn affidavit by a licensed medical doctor attesting that the applicant is unable to be gainfully employed because of a permanent and total disability.
- 6. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any of the following events:
  - A. The death of the owner when there is no spouse who is eligible for deferment;
  - B. The sale, transfer, or subdivision of all or any part of the property;
  - C. Loss of homestead status on the property;
  - D. Determination by the Council for any reason that there would be no hardship to require immediate or partial payment; or
  - E. Failure to file a renewal application with the time prescribed by Paragraph 3.
- 7. This Resolution supersedes Resolution No. 06:05 adopted on February 22, 2005.

Adopted this 21<sup>st</sup> day of November, 2016

  
GARY SCHEELER  
President of the Council

Approved this 22<sup>nd</sup> day of November, 2016

  
EDWIN L. MENK  
Mayor

ATTEST:

  
JAMES M. THOREEN  
City Administrator



# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

|                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> INFORMATION ONLY<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> P&F COMMITTEE<br><input type="checkbox"/> SPW COMMITTEE<br><input type="checkbox"/> MAIN AGENDA                                                                                                          | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input type="checkbox"/> Adopt Resolution (attach draft)<br><input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading<br><i>*provide copy of published hearing notice</i> |
| <b>Submitted by:</b>                                                                                                                                                                                                                                                                                                      | <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Presenter (Name &amp; Title):</b>                                                                                                                                                                                                                                                                                      | <b>Estimated Time Needed:</b>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue:</b>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Alternatives, Options, Effects on Others/Comments:</b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recommended Action/Motion:</b>                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Impact:</b><br><i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>What is the total cost, with tax and shipping</i> \$ _____<br><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>Please Explain:</i> |                                                                                                                                                                                                                                                                                                                                                                                                     |

## MEMO

Date: October 9, 2018

To: Planning Commission Members

From: Charles Marohn, Vice-Chair of the Planning Commission

Re: Off-Street Parking Provisions

---

I have requested of the Chair that we place on the agenda for discussion two items relating to off-street parking. The first is an interim ordinance (moratorium) regarding the demolition of buildings for the purposes of constructing off-street parking. The second is a discussion on what provisions would go into a revised ordinance to ensure that off-street parking added to the general prosperity of the community. I appreciate the opportunity the Chair has provided to have this conversation.

I believe that we all share – along with City Council members and city staff – gratitude to ISD 181 that they are investing in our neighborhood schools. For myself, I want to see those investments be successful. Part of that means ensuring that the neighborhoods, and the residents within them, experience prosperity and added value from these one-a-generation changes.

As recently reported in the Brainerd Dispatch, the school district is seeking to acquire buildings – homes and businesses near their facilities – in order to demolish them and construct surface parking. This should be a concern to the City as such an undertaking will:

- Dislocate residents of the city, not all of them willingly, from structures that are perfectly sound,
- Reduce the city's overall tax base for decades to come by converting taxpaying properties to tax-exempt property, with little incentive to someday revert it back to productive use,
- Provide a use – off-street parking – that is not only very low value, but at most will only be used on weekdays, for a few hours a day, for only a part of the year,
- Add to the overall cycle of vacant spaces, decline and disinvestment that we struggle with in our core neighborhoods, and
- Further increase health and safety concerns by suppressing walking and biking and reinforcing the notion that travel by automobile must be the primary and dominant mode of transportation within our core neighborhoods.

For the City of Brainerd, our residents, and our business owners, removing perfectly sound structures, especially those currently being used, simply to build off-street parking, is a bad policy decision. When this happens in our community, our city becomes less prosperous.

Our goal should be to have neighborhoods that are so delightful, inviting and prosperous that ISD 181 teachers, administrators, and support staff want to live in them, not merely drive through them. Off-street parking pushes us in the opposite direction of that goal.

There is no desire to delay the school district. The moratorium is necessary to give the City and its residents space to study the issue thoughtfully. With focus, we should be able to complete an ordinance amendment before the end of the year.

What I am requesting is for the Planning Commission to do two things:

1. **Recommend to the City Council** that they adopt a moratorium prohibiting the demolition of structures and the construction of surface parking lots until we can amend the code. I have provided ordinance language to accomplish this. I welcome your edits and suggestions to this document.
2. **Discuss questions and concerns** that we have regarding off-street parking, items that we would like to see addressed in an updated code. If we can get a sense, or even a general consensus, on concerns that Planning Commission members have, ordinance language can be drafted for review at our November meeting. If my fellow Commission members would like, I am willing to put together those draft provisions.

For my part, here are the questions and concerns that I have regarding the expansion of off-street parking and any request to construct it:

- Is the off-street parking needed? When parking lots exceed a threshold (perhaps more than 10 stalls) I would like to see some kind of analysis submitted by the applicant to explain why the amount of parking is needed.
- Is on-street parking available and how is it currently being used? Again, this is another thing that would be good to have an analysis of with an application.
- Is there an opportunity for shared parking with another facility where the timing for demand doesn't overlap?
- Is the proposed off-street parking for regular use or peak use? What is the frequency of peak use?
- What alternatives are there for providing parking during peak-use?
- What are walking and biking patterns and does the off-street parking impair those movements?
- If walking and biking improvements were made, would they reduce the amount of parking necessary?
- How does the proposed off-street parking impact the desirability of neighboring properties?
- How can landscaping, site framing, the maintaining or replacement of structures on the corners of blocks, and other strategies be used to maintain continuity on a block, so off-street parking does not create a vacant or desolate feel?
- What is the present worth of the tax base loss, both current and potential? Are there ways to offset this?
- What, if anything, is being done by the applicant to reduce the amount of off-street parking they require?

I look forward to discussing this matter at our October meeting.

**ORDINANCE NO. \_\_\_\_**

**INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON DEMOLISHING  
STRUCTURALLY SOUND STRUCTURES AND CONSTRUCTING OFF-STREET PARKING  
WITHIN THE R-1, R-2, R-3, B-1, B-2, AND B-4 DISTRICTS**

THE CITY COUNCIL OF BRAINERD DOES ORDAIN:

**SECTION ONE: Background**

- 1.01 The City of Brainerd ("City") regulates comprehensive planning, land use and subdivision controls, and building permitting within the municipal limits.
- 1.02 The existing Comprehensive Plan was adopted in 2004. Since this time, the City has experienced changes to its development pattern that were not anticipated in the plan, specifically the systematic removal of structurally-sound buildings for constructing off-street parking and this impacts the impacts this removal has on the tax base and health, safety, and welfare of the community.
- 1.03 In 2018, the City Council designated a task force to engage with the public, consult with professionals, and conduct deliberations to prepare an updated comprehensive plan. This process is ongoing.
- 1.04 Off-street parking is regulated by the City in Section 515-22 of the City Code. This section contains provisions establishing the minimum number of parking spaces that must be built for a given development. This section does not address instances where there is excess parking or instances where the construction of additional off-street parking would be deleterious to the public good.
- 1.05 The City requires a demolition permit for the removal of a structure. A demolition permit does not require the applicant to disclose the intended use of the property following demolition.
- 1.06 The City is concerned that official controls do not adequately address, with proper limitations and conditions to ensure the general health, safety, and welfare, situations where structurally-sound buildings in the R-1, R-2, R-3, B-1, B-2, and B-4 zones are demolished for purposes of constructing off-street parking.
- 1.07 Minnesota Statutes, Section 462.355, Subd. 4, allows the city to adopt an interim ordinance for the purposes of protecting the planning process and the health, safety, and welfare of its citizens.

**SECTION TWO: Findings.**

- 2.01 Discussion by the Planning Commission in 2017 for an ordinance amendment on parking requirements indicated that the city currently has excessive amounts of parking in existing school zones.
- 2.02 Discussion by the Planning Commission in 2017 for an ordinance amendment on parking requirements indicated that large surface parking lots on residential neighborhoods, and along pedestrian connections, and the corresponding increase in auto-orientation of the school site, creates a safety risk for people walking, specifically

students who are walking to school during high-traffic periods. These findings are consistent with findings from Independent School District 181's (ISD181) recent Safe Routes to School study.

- 2.04 Preliminary drawings presented to the Planning Commission by ISD181 officials in a public meeting on October 18, 2017, indicated expansion of off-street parking at all schools within the City's municipal limits. During the meeting, Planning Commission members voiced specific concerns on potential negative impacts from these expansions. ISD 181 officials indicated that they were adding more parking stalls to comply with the City's parking requirements.
- 2.05 As part of a bonding referendum process, in November of 2017, ISD181 School Board members approved site drawings for each school within the City's municipal limits. These drawings did not graphically represent an expansion of surface parking at any elementary school site. These drawings were subsequently submitted to, and accepted by, the Minnesota Department of Education as part of a public referendum on bonding for school improvements. The referendum was held on April 10, 2018 and all ISD181 proposals were approved by voters.
- 2.06 In January of 2018, the City approved an amendment to the City's land use regulations exempting all school sites from parking provisions. The City does not require any parking at any school site within the municipal boundaries.
- 2.07 On September 28, 2018, the Brainerd Dispatch, reporting on proceedings of the ISD181 School Board, indicated that ISD181 is seeking to acquire 27 parcels, including a number with structurally-sound buildings, for purposes including the expansion of surface parking.
- 2.08 While the City has removed parking mandates for school buildings from its official controls, neither planning documents nor any official controls contemplate a maximum amount of parking allowable, a point above which additional parking undermines the health, safety, and welfare of residents and the City's capacity for provision of services.

### SECTION THREE: Planning and Zoning Study, Moratorium

- 3.01 The City Council finds it necessary to direct the Planning Commission to study the impact of the demolition of structurally-sound buildings within the R-1, R-2, R-3, B-1, and B-4 zones on the health, safety, and welfare of the community and to prepare and recommend amendments to the city's official code, if warranted, consistent with any findings.
- 3.02 The City Council finds it necessary to direct the Planning Commission to study the impact of the construction of off-street parking within R-1, R-2, R-3, B-1, b-2, and B-4 zones on the health, safety, and welfare of the community and to prepare and recommend amendments to the City's official code, if warranted, consistent with any findings.
- 3.03 The City Council finds that there is a need to adopt an interim moratorium ordinance for protecting the planning process and the health, safety, and welfare if residents concerning such matters.

- 3.04 Pending the completion of the Planning Commission's study and the adoption of any related amendments to the City's official controls, there is hereby established a moratorium on the demolition of structurally-sound buildings within the R-1, R-2, R-3, B-1, and B-4 zones. Structures that are deemed, by a licensed building inspector, to pose an immediate safety hazard, are exempted from these provisions. Structures that are to be demolished as part of a commercial or residential reconstruction project where a building permit for a new structure has been issued, are likewise exempted from these provisions.
- 3.05 Pending completion of the Planning Commission's study and the adoption of any related amendments to the City's official controls, the creation of off-street parking exceeding 20 parking stalls for a facility, or the expansion of an existing parking lot where the total number of parking stalls will exceed 20 for a facility, is prohibited.

SECTION FOUR: Enforcement

- 4.01 The City may enforce this ordinance by mandamus, injunction or other appropriate civil remedy in any court of competent jurisdiction.

SECTION FIVE: Duration

- 5.01 This ordinance shall remain in effect for 12 months from the date of its publication, or until such time as it shall be revoked or otherwise amended, whichever is sooner.

SECTION SIX: Effective Date

- 6.01 This ordinance becomes effective on the date of its publication.

Adopted this \_\_\_\_ day of \_\_\_\_, 2018

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

Approved this \_\_\_\_ day of \_\_\_\_, 2018

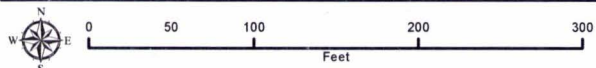
\_\_\_\_\_  
EDWIN L. MENK  
Mayor

ATTEST: \_\_\_\_\_  
CASSANDRA TORSTENSON  
City Administrator



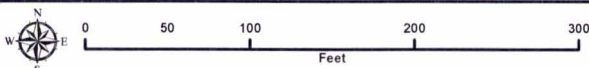
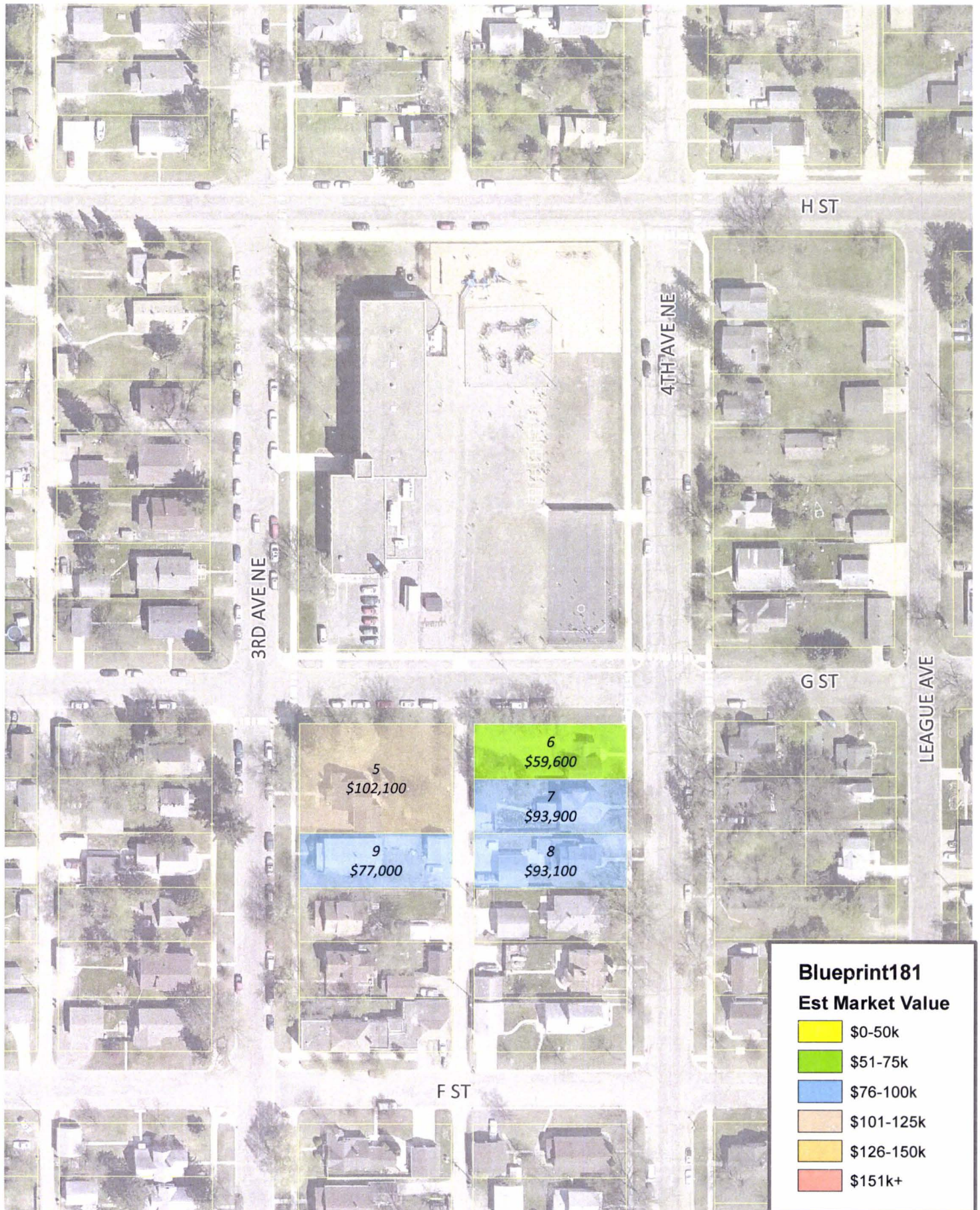
**Blueprint181**  
**Est Market Value**

|  |            |
|--|------------|
|  | \$0-50k    |
|  | \$51-75k   |
|  | \$76-100k  |
|  | \$101-125k |
|  | \$126-150k |
|  | \$151k+    |



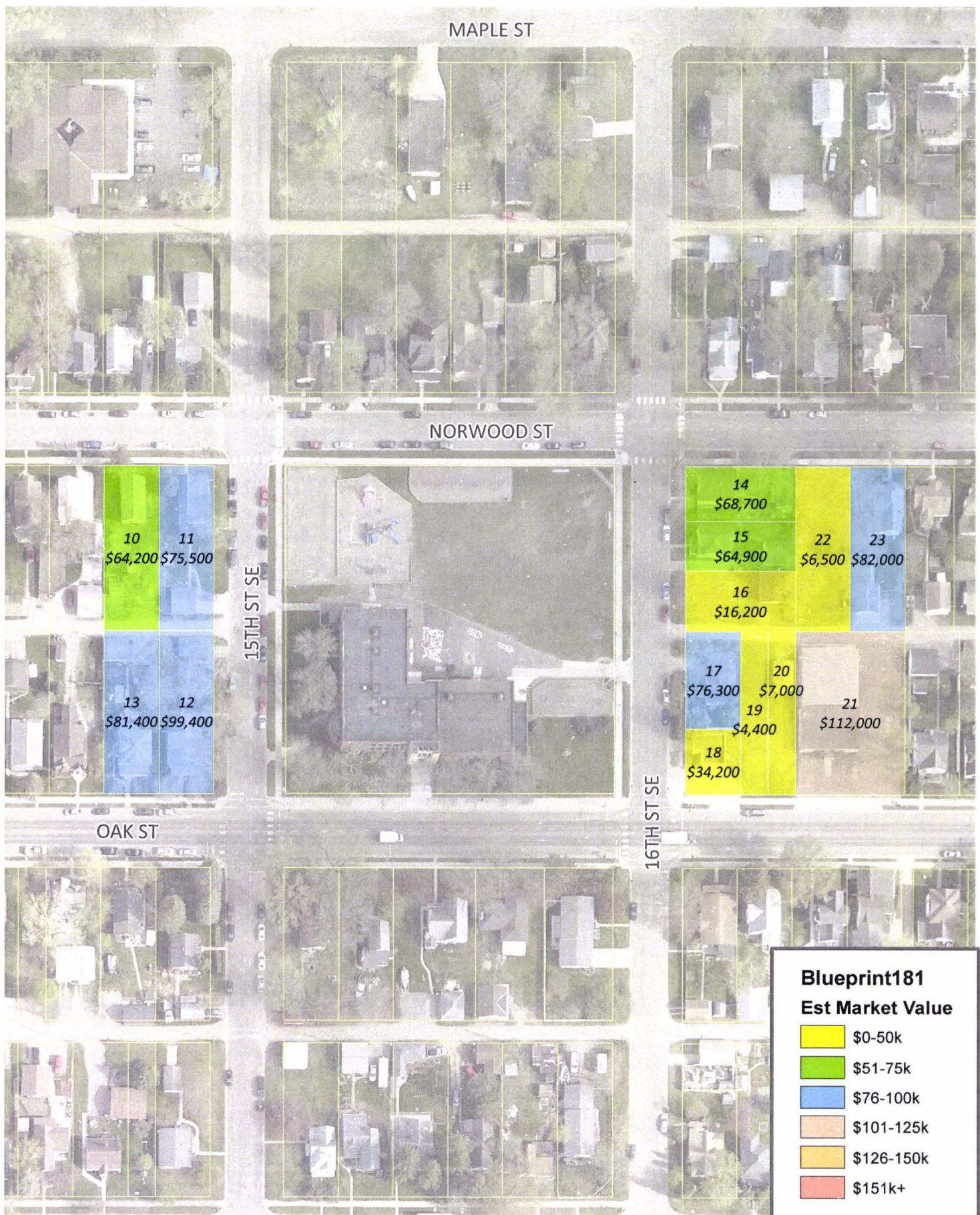
Aerial: 5/2016

*This map is intended for reference purposes only and is not a legally recorded map nor survey. The City of Brainerd shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.*



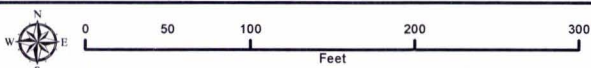
Aerial: 5/2016

This map is intended for reference purposes only and is not a legally recorded map nor survey. The City of Brainerd shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.



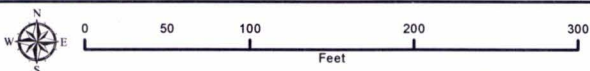
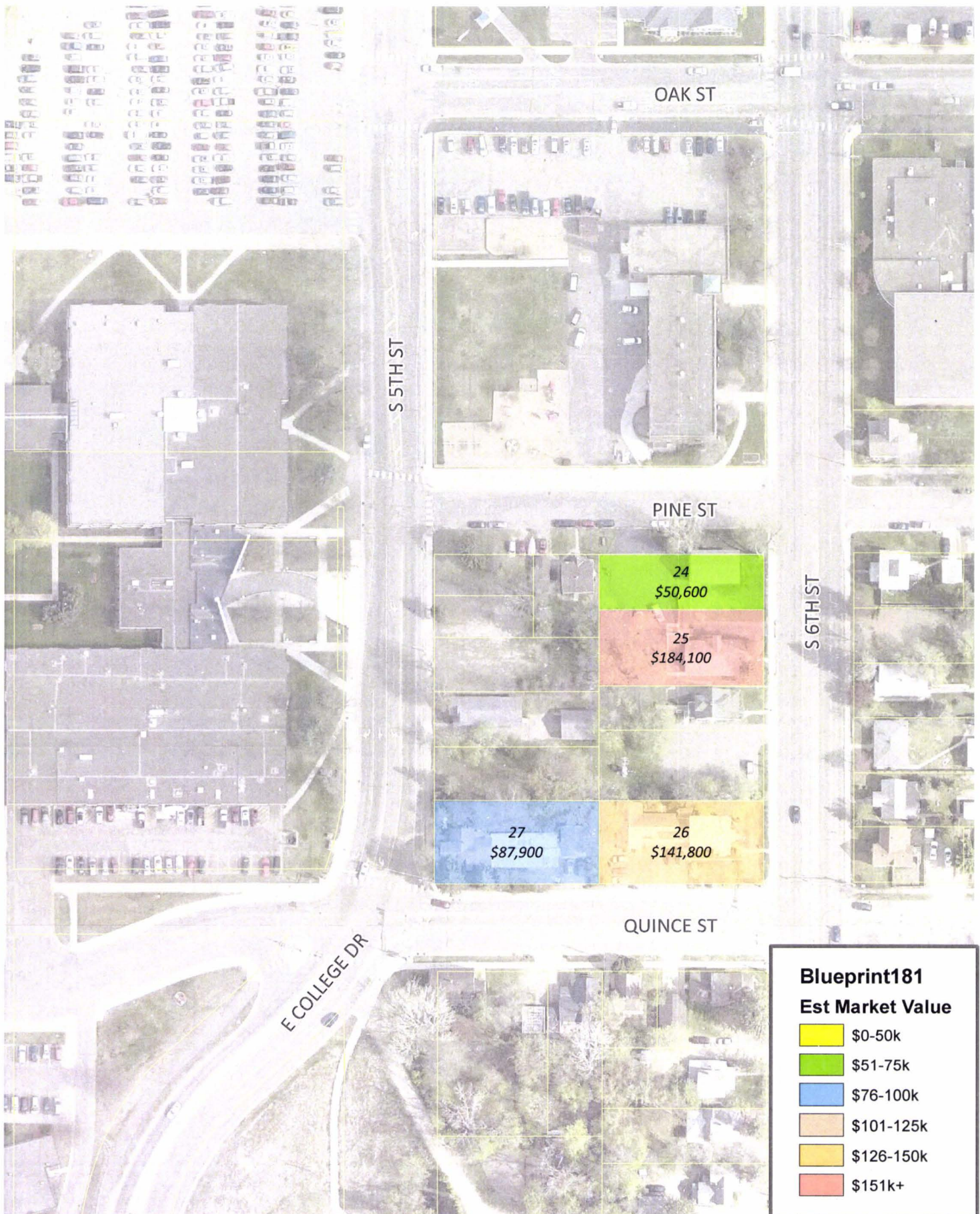
**Blueprint181  
Est Market Value**

|                                                                                                                            |            |
|----------------------------------------------------------------------------------------------------------------------------|------------|
| <span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span>      | \$0-50k    |
| <span style="display:inline-block; width:15px; height:15px; background-color:green; border:1px solid black;"></span>       | \$51-75k   |
| <span style="display:inline-block; width:15px; height:15px; background-color:blue; border:1px solid black;"></span>        | \$76-100k  |
| <span style="display:inline-block; width:15px; height:15px; background-color:orange; border:1px solid black;"></span>      | \$101-125k |
| <span style="display:inline-block; width:15px; height:15px; background-color:lightorange; border:1px solid black;"></span> | \$126-150k |
| <span style="display:inline-block; width:15px; height:15px; background-color:red; border:1px solid black;"></span>         | \$151k+    |



Aerial: 5/2016

*This map is intended for reference purposes only and is not a legally recorded map nor survey. The City of Brainerd shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.*



Aerial: 5/2016

This map is intended for reference purposes only and is not a legally recorded map nor survey. The City of Brainerd shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.

| Parcel # | ADDRESS          | PID             | Property Class.    | Estimated Market Value | Homestead Exclusion | RENTAL/# OF UNITS | COUNTY TAX | CITY TAX    | ISD TAX    | TOTAL       |
|----------|------------------|-----------------|--------------------|------------------------|---------------------|-------------------|------------|-------------|------------|-------------|
| 1        | 1206 10th Ave NE | 09136004009X009 | Res. Hmstd.        | \$139,800.00           | \$24,658.00         |                   | \$357.14   | \$891.07    | \$479.39   | \$1,727.60  |
| 2        | 1207 11th Ave NE | 09136004013Y009 | Res. Non Hmstd.    | \$126,400.00           | \$0.00              |                   | \$392.26   | \$978.68    | \$488.56   | \$1,859.50  |
| 3        | 1202 10th Ave NE | 09136004010X009 | Res. Hmstd.        | \$104,000.00           | \$27,880.00         |                   | \$236.13   | \$589.14    | \$333.15   | \$1,158.42  |
| 4        | 1203 11th Ave NE | 09136004012Y009 | Res. Hmstd.        | \$140,300.00           | \$24,613.00         |                   | \$359.17   | \$896.11    | \$481.79   | \$1,737.07  |
| 5        | 620 3rd Ave NE   | 09128023011Z009 | Res. Hmstd.        | \$102,100.00           | \$28,051.00         |                   | \$229.50   | \$572.60    | \$325.15   | \$1,127.25  |
| 6        | 616 3rd Ave NE   | 091280230100009 | Res. Hmstd.        | \$77,000.00            | \$30,310.00         |                   | \$144.81   | \$361.31    | \$222.77   | \$728.89    |
| 7        | 623 4th Ave NE   | 091280230010009 | Res. Non Hmstd. 4B | \$59,600.00            | \$0.00              | 2 Units           | \$231.20   | \$576.87    | \$267.08   | \$1,075.15  |
| 8        | 619 4th Ave NE   | 091280230020009 | Res. Hmstd.        | \$93,900.00            | \$28,789.00         |                   | \$201.93   | \$503.81    | \$291.80   | \$997.54    |
| 9        | 615 4th Ave NE   | 091280230030009 | Res. Hmstd.        | \$93,100.00            | \$28,861.00         |                   | \$199.06   | \$496.66    | \$288.37   | \$984.09    |
| 10       | 1418 Norwood St  | 091810180020009 | Res. Non Hmstd.    | \$64,200.00            | \$0.00              | 1 Unit            | \$199.35   | \$497.40    | \$248.31   | \$945.06    |
| 11       | 1424 Norwood St  | 091810180010009 | Res. Hmstd.        | \$75,500.00            | \$30,200.00         |                   | \$140.56   | \$350.68    | \$217.34   | \$708.58    |
| 12       | 1421 Oak St      | 091810180110009 | Res. Hmstd.        | \$81,400.00            | \$29,914.00         |                   | \$159.89   | \$398.94    | \$241.04   | \$799.87    |
| 13       | 1423 Oak St      | 091810180120009 | Res. Hmstd.        | \$99,400.00            | \$28,294.00         |                   | \$220.63   | \$550.49    | \$314.11   | \$1,085.23  |
| 14       | 501 16th St SE   | 09181016005X009 | Res. Hmstd.        | \$68,700.00            | \$27,480.00         |                   | \$127.88   | \$319.07    | \$197.79   | \$644.74    |
| 15       | 505 16th St SE   | 09181016005Y009 | Res. Non Hmstd.    | \$64,900.00            | \$0.00              | 1 Unit            | \$201.49   | \$502.73    | \$250.96   | \$955.18    |
| 16       | 509 16th St SE   | 09181016005Z009 | Res. Non Hmstd.    | \$16,200.00            | \$0.00              |                   | \$50.36    | \$125.65    | \$62.72    | \$238.73    |
| 17       | 515 16th St SE   | 09181016007A009 | Res. Non Hmstd.    | \$76,300.00            | \$0.00              |                   | \$236.96   | \$591.22    | \$295.13   | \$1,123.31  |
| 18       | 1601 Oak St      | 09181016007B009 | Comm.              | \$34,200.00            | \$0.00              |                   | \$159.14   | \$397.04    | \$174.28   | \$730.46    |
| 19       | none listed      | 09181016008B009 | Comm.              | \$4,400.00             | \$0.00              |                   | \$20.64    | \$51.52     | \$22.60    | \$94.76     |
| 20       | none listed      | 09181016008A009 | Comm.              | \$7,000.00             | \$0.00              |                   | \$32.65    | \$81.49     | \$35.75    | \$149.89    |
| 21       | none listed      | 091810160040009 | Res. Hmstd.        | \$6,500.00             | \$0.00              |                   | \$20.00    | \$49.91     | \$24.89    | \$94.80     |
| 22       | 1616 Norwood St  | 091810160030009 | Res. Hmstd.        | \$82,000.00            | \$29,275.00         |                   | \$163.47   | \$407.83    | \$224.60   | \$795.90    |
| 23       | 1609 Oak St      | 09181016009Z009 | Comm.              | \$112,000.00           | \$0.00              |                   | \$521.30   | \$1,300.66  | \$570.85   | \$2,392.81  |
| 24       | 704 6th St S     | 09196185011Z009 | Res. Non Hmstd.    | \$50,600.00            | \$0.00              |                   | \$156.86   | \$391.38    | \$195.36   | \$743.60    |
| 25       | 710 6th St S     | 09196185008Z009 | Res. Non Hmstd.    | \$184,100.00           | \$0.00              |                   | \$571.41   | \$1,425.68  | \$711.68   | \$2,708.77  |
| 26       | 723 5th St S     | 09196185022Z009 | Res. Hmstd.        | \$87,900.00            | \$29,329.00         |                   | \$181.66   | \$453.22    | \$267.24   | \$902.12    |
| 27       | 722 6th St S     | 09196185001Z889 | Comm.              | \$141,800.00           | \$0.00              | 3 Units           | \$610.55   | \$1,523.33  | \$683.54   | \$2,817.42  |
|          |                  |                 |                    |                        |                     |                   |            |             |            |             |
|          | TOTALS           |                 |                    | \$2,193,300.00         | \$367,654.00        | Rental - 7 Units  | \$6,126.00 | \$15,284.49 | \$7,916.25 | \$29,326.74 |

Totals do not include: Special Taxing District  
Solid Waste Fee/Recycling Fee  
and a few that had a State General Tax