

CITY COUNCIL AGENDA

Brainerd, Minnesota
December 3, 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. Regular Meeting Held on November 19, 2018
2. Budget Workshop Held on November 26, 2018

Documents:

[20181119_CC draft.pdf](#)

[20181126_CC -Budget Workshop draft.pdf](#)

B. **Approval Of Licenses**

Garbage Hauler's License - 2 Renewals

- Waste Management of Minnesota Inc.
- Waste Partners Inc.

C. Department Activity Reports

1. Fire Chief
2. Parks Director

Documents:

Fire Chief Report.pdf
Park Director Report.pdf

- D. L & L Enterprises, LLC DbA Grab-A-Cab Taxi Service, 912 4th Ave NE, Brainerd - Taxi Cab License As New Ownership - Contingent Upon Background Check And Police Approval/Inspections

6. Business And Community Spotlight

- A. Stern Industries

7. Presentations

- A. Brainerd Public Utilities (BPU) 2019 Operating & Capital Budget

Documents:

BPU Budget.pdf

8. Council Committee Reports

- A. Safety And Public Works Committee

Documents:

20181203_SPW.pdf

1. Improvement 17-08 - Request To Authorize Winter Tree Clearing

Documents:

Imp 17-08 - Winter Tree Clearing Proposal.pdf

2. Public Transit Bus Disposals

Documents:

Transit Bus Disposal.pdf

3. Public Transit Bus Parking At City Hall

Documents:

Transit Bus Parking at City Hall.pdf

4. Public Transit Operating Policy Modifications

Documents:

Transit Operating Policy Modifications.pdf

5. Public Transit Subscription Fare Increase

Documents:

Transit Subscription Fares.pdf

B. Personnel And Finance Committee

Documents:

20181203_PF.pdf

1. Approval Of Bills

2. Northtown Property

Documents:

Northtown playground donation.pdf

3. Broadcasting And Live Streaming Council Meetings

Documents:

Agenda Request - 20181203 streaming.pdf

4. City Hall Annex Vacancy Notice

Documents:

Annex Vacancy.pdf

5. Agreement With The Cities Of Baxter And Nisswa For Joint Prosecution Services

Documents:

Joint Prosecution Services Agreement.pdf

6. Renewal Of City Prosecution Agreement With Mallie Law Office

Documents:

Prosecution Agreement.pdf

9. 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)

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

A. Rental Ordinance Committee Appointments

Documents:

[Rental Ordinance Committee Appointments.pdf](#)

13. Motion To Closed Session Pursuant To M.S. 13D.03 To Discuss Labor Negotiation Strategy
14. Recess To Budget And Levy Public Hearing On Monday, December 10, 2018 At 6:00 P.m.

Note: Safety and Public Works Committee will meet at 7:00 P.M.
Personnel and Finance Committee will meet at 7:00 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 regular meeting of the Brainerd City Council was called to order at 7:31 P.M. by Council President Pritschet.

Upon roll call, the following members were noted as present: Bevans, Badeaux, Johnson, Hilgart, Lambert and Pritschet. Member Stunek was noted as absent. 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 LAMBERT TO ADOPT THE CONSENT CALENDAR.

A. Approval of the Minutes of the Budget Workshop held on October 24, 2018, the Special Meeting held on October 29, 2018, the Regular Meeting held on November 5, 2018 and the Special Meeting/Budget Workshop held on November 13, 2018 - Approved

B. Approval of Licenses - Approved

Contractor Licenses - 3 New; 2 – Renewals

C. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

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

Presentations

Region 5 – Intercultural Development Inventory Assessment

The Chair recognized Ms. Cheryal Hills, Dawn Espe and Staci Headley, from Region Five Development Commission who thanked the Council for the opportunity to present. Ms. Hills gave a brief explanation of a program called Welcoming Communities taking place within a five-county region. This program is a result of the work being done in the region including lending programs and the community development planning tasks. Efforts are being made to target elected officials and non-profits to be part of the welcoming community’s effort, as an economic development and workforce attraction strategy. The program is building upon the regional branding efforts of “The Good Life”, and the work of regional partners with no cost to participate. Region Five will engage 10 local units of government including school boards and non-profits over the next 12 months by administering and delivering GROUP & Individual Intercultural Development Inventory (IDI) Assessments.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BADEAUX, DULY CARRIED, FOR THE CITY OF BRAINERD TO COMMIT TO PARTICIPATING IN THE PROGRAM AND DIRECT STAFF TO WORK WITH REGION FIVE IN THE PROCESS.

Council Committee Reports

Safety and Public Works Committee Report

Event/Street Closure Application – Gnome for the Holidays - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR GNOME FOR THE HOLIDAYS ON SATURDAY, NOVEMBER 24, 2018.

Breweries and Taprooms / Odor Restriction Language - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO DIRECT THE PLANNING COMMISSION AND STAFF TO REVIEW AND CLARIFY THE ODOR RESTRICTION AND PROPERTY LINE LANGUAGE IN ORDINANCE NO. 1449.

Committee Chair Bevans explained the paragraph that states "*No odors from the brewery facility shall be perceptible beyond the property line*" is a vague statement that needs to be more specific. There is also a sentence that states "...*be in compliance with any applicable Minnesota Pollution Control (MPCA) standards.*" The MPCA does not have odor regulations, as odor complaints are handled on the county or city level - both statements need to be reviewed and corrected.

Council Member Johnson suggested the same is reviewed for the microdistillery ordinance.

Resolution – Joint Powers Agreement for Cuyuna Lakes State Trail Construction with the State of MN – Adopted by Resolution 55:18

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO ADOPT A RESOLUTION WHICH AUTHORIZES STAFF TO ENTER INTO THE JOINT POWERS AGREEMENT BETWEEN THE MINNESOTA DNR AND THE CITY OF BRAINERD FOR THE DESIGN AND CONSTRUCTION OF THE CUYUNA LAKES STATE TRAIL WITHIN THE CITY OF BRAINERD AS AUTHORIZED BY MN STATUTE 85.015, SUBD. 24.

RESOLUTION NO. 55:18

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

Resolution – Joint Powers Agreement for Facility Maintenance with Crow Wing County – Postponed to December 5, 2018 Council Meeting

Committee Chair Bevans stated Crow Wing County requested this agenda item be postponed until more details are clarified.

Personnel and Finance Committee Report

Approval of Bills & Transfer of Funds – Approved

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

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

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

Memorial Park WWII Monument and Flag Pole - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT THE DONATIONS FROM AREA CLUBS FOR THE WWII MONUMENT AND FLAG POLE AT MEMORIAL PARK AND DIRECT PARKS STAFF TO WORK WITH THE ORGANIZATIONS FOR THE INSTALLATION OF A FLOODLIGHT.

Committee Chair Johnson distributed a picture of the proposed monument and flagpole to be lit at night to properly illuminate the flag. The City will be responsible for making sure the floodlight stays lit.

2018 Audit Services – Engagement Letter - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE ENGAGEMENT LETTER AS SUBMITTED AND TO AUTHORIZE SIGNATURES.

Deferred Assessment Resolution Discussion – Adopted by Resolution No. 56:18

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART TO AMEND RESOLUTION 54:16 - 4B WHICH CURRENTLY READS “*THE SPECIAL ASSESSMENTS TO BE DEFERRED EXCEED \$300*” TO “*THE SPECIAL ASSESSMENTS TO BE DEFERRED EXCEED \$300 IN TOTAL.*”

RESOLUTION 56:18

Clarification was also provided that deferment is for assessments certified over multiple years.

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

Unfinished Business

Call for Applicants – Informational:
(Application Information at 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)

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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)

Planning Commission

First Reading – Interim Ordinance on Structure Demolition for Parking Lots- Tabled

MOVED AND SECONDED BY ALDERMEN BADEAUX AND LAMBERT, DULY CARRIED, TO TABLE THE DISCUSSION UNTIL FURTHER INTERACTIONS WITH THE SCHOOL BOARD ARE HELD.

Council Member Badeaux stated the joint meeting held with the school district and the Council on November 13th was well received for both parties and dialog between them will continue. The Council and the school district should work towards a conclusion together without making an overarching decision.

Public Forum

The Chair opened the Public Forum at 8:03 p.m.

Ms. Carole Paschelke, 501 16th Street SE lives close to Harrison School and stated her property is one that would be acquired by the school district. She stated she was upset at first about learning she may lose her home. However, she has witnessed several safety issues with traffic stopping on the road to drop off kids, and speed limit concerns. She has come to hope that the legacy of this community would not be that we would have to lose a child to consider the safety of the drop off and pick up at our schools. The referendum was passed and now it appears the will of the voters is being circumvented by Council activity.

Ms. Laine Larson, superintendent of ISD181 who reiterated the joint meeting between the City and school district was an amicable discussion. The school district has been planning the project over the course of four years and have done a significant amount of conversation with the

public to assemble the right plan. She stated she is happy to hear the Council is open to further discussions and coming together as a unified team that care about the children and community.

Ms. Kim Ellingson, 10096 Island Drive stated she was an advocacy committee member working toward the passing of the referendum. She stated the plan has changed course several times due to discussion within the community and the district listened to what people wanted. Ms. Ellingson said she works at Bremer Bank and the economic impact of this project is huge. This is an opportunity for Brainerd to move forward with numerous projects and our school district is a main attractor to the Brainerd area and we want to attract additional people to the community.

Ms. Jenny Henkel, 1616 Norwood Street stated her property is to be acquired with the referendum and has also witnessed the traffic concerns and drop off and pick up issues. There is a need for designated areas for safety reasons and does not want a tragedy to happen in order for change to be made. She said Brainerd is building new homes in several areas and does not want the matter of her house being the issue to stop the progress.

Mr. Jason Bade, 615 4th Ave NE stated he would also be losing his home but stated it will be worth it to keep progress continuing. There are safety concerns as traffic goes too fast down the street. He said the referendum is the future of the children and the school and supports the project.

Ms. Cathy Nault, principal of Harrison Elementary stated she brought up safety at the joint meeting and agrees with the residents that spoke tonight. She said the district wanted the neighborhood schools to stay in the neighborhoods, but that should not come as a cost. She is eager and excited to see what comes next.

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

Staff Reports

None

Council Member Reports

Mayor Menk received a book about Brainerd that is dated 1946 and at that time, there were approximately 12,000 residents. The census is coming up in 2020 and he encourages everyone to make certain that everyone is counted in the census to see the actual growth of Brainerd. The Comprehensive Plan meeting that took place last week was well attended. The City has received a lot of great input to the plan and thanked Ms. Ashley Kaisershot from Sourcewell for her work.

Council Member Hilgart stated the Self-Healing Communities is holding a Community Conversation on November 27, 2018 at Lowell Elementary from 5:30 pm to 8:00 pm. This will include childcare and appetizers. She has asked City Administrator Torstenson to share the flyer with the Council Members to invite their constituents.

Council President Pritschet thanked City Administrator Torstenson, and the Superintendent and Assistant Superintendent of ISD181 on behalf of the Brainerd Debate Team for judging the competition recently.

Council Member Bevans stated the Charter Commission met recently and there are two topics to bring to the Council. In 2013, there was a referendum that enacted a Primary Election. The Charter Commission would like to address this issue and asked if this is something the City wants to continue or could this be limiting the number of people that would possibly run for office. The other issue is the automatic levies that were enacted by a referendum to submit funds to Brainerd Community Action, The Center and the Northland Arboretum. The arboretum is not located in the City of Brainerd and could this hinder our efforts in receiving state assistance in the future.

Council Member Badeaux announced the second Citizen's Water Tower Committee meeting is scheduled for Wednesday, November 21, 2018 at 6:00 pm at City Hall.

Closed Session Pursuant to 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 – 8:28 p.m.

Motion to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:30 p.m.

Recess to Budget Workshop on Monday, November 26, 2018 at 6:00 p.m.

The Chair adjourned the meeting at 9:00 p.m.

Cassandra Torstenson
City Administrator

**Brainerd, MN
November 26, 2018**

Pursuant to due call and notice thereof, the Budget 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, Police Chief McQuiston, Parks Director Sailer, and Fire Chief Holmes.

2019 Budget and Levy Working Fund Discussion

Finance Director Hillman shared that the discussion of the workshop would again be focused on the budgets for the working funds - the funds the City needs to levy for operations and the 2019 levy. Ms. Hillman updated the Council on changes to the operating budget, other levies of the City and requests, the debt levy, capital, and facilities needs of the City and the overall status of the 2019 levy and estimated impact to residential and commercial property.

Council discussion was held. Staff was directed to update the budget for 26 sworn police officers at the end of 2019.

The majority of the Council directed staff to use a 4% increase in the levy for the Budget and Levy Public Hearing on Monday, December 10, 2018 at 6:00 p.m.

Adjourn

The Chair adjourned the meeting at 7:25 P.M.

Cassandra Torstenson
City Administrator

Brainerd Fire Department

To: Mayor and City Council
From: Tim Holmes, Brainerd Fire Chief
Date: November 29, 2018
Re: November 2018 Activity Report

Brainerd Fire Department is continually training to provide the best service possible to the coverage area we serve. In November we trained in ice rescue and held an EMS refresher session. Firefighters participated in a PTSD focus group for a research project conducted by students from the University of MN. FM/DC Cox attended the MSFCA Public Education Committee Visitor's Day at Excelsior Fire District to learn more about public education opportunities and resources.

Again this year we were honored to be invited to Lake Region Christian School to celebrate Thanksgiving with them. We also volunteered and delivered Thanksgiving meals for the American Legion in Brainerd. Many of our fire families participated and it is a great time to teach our children about giving back in the community.

Firefighters represented the department at the US Hockey Hall of Fame Women's Face-Off Classic held at the Essentia Health Sports Complex, the kickoff for the Toys for Kids in front of the Brainerd Lakes Chamber and the downtown Brainerd Santa event.

We presented fire safety information to several parent's groups at ECFE and children at Tri-County Head Start. Fire extinguisher training was presented to 45 staff members at the Brainerd Lakes Surgery Center.



CROW WING COUNTY ALERT



Your safety is our top concern – that's why the City of Brainerd has teamed up with Crow Wing County to make sure you know about emergencies and incidents as they happen. This will include Snow Emergencies for the City of Brainerd.

The City of Brainerd will use *Crow Wing County Alert powered by Everbridge* to make sure you know about issues that may affect your safety. This system allows the City of Brainerd to contact thousands of residents in seconds, so you can be notified of an emergency right away by receiving important messages from the City of Brainerd via email, phone and more.

How does it work? The process begins when the City of Brainerd issues a message about a potential safety hazard or concern. Next a message from Crow Wing County Alert will be sent through your primary contact path. If you don't confirm receipt of the message, the system will try to reach your second contact path and continues trying to reach you until you confirm receipt.

The success of this service relies on YOU. Having your latest contact information is the only way to ensure that we can contact you in an emergency. Register at www.ci.brainerd.mn.us.



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

Structure Fire	1
Vehicle Crash with Injuries	1
Gas Leak/Spill	1
Electrical/Wiring	1
Assist Other Governmental Agency	4
Mutual Aid	1
Good Intent Call	5
Canceled Enroute	8
Alarm System Activation	6
Carbon Monoxide Alarm Activation	6
Total	34

City of Brainerd Incident Report

Electrical/Wiring	1
Assist Other Governmental Agency	2
Good Intent Call	3
Alarm System Activation	3
Carbon Monoxide Alarm Activation	4
Total	13

Parks and Recreation Report

December 2018

Submitted by Tony Sailer, Director

- The Park Board reviewed and prioritized the department's 30-year facilities and equipment plan. In addition to the 2019 CIP facility funding requests, the Park Board indicated its top future priorities as installing/paving a parking area and paving the entrance, and installing an ADA compliant sidewalk from the entrance to the concession stand/restroom at Buffalo Hills-Lions Park; replacing the playground and installing shade canopy at Triangle Park; and installing a scoreboard on Field 2 at BH-P park.
- Staff met with City Council liaison Dave Badeaux to discuss ways to improve the youth baseball program. Some items discussed included paid announcers for every game, playing the national anthem, higher quality jerseys and pants, providing Brainerd Warrior baseball caps, and seeking two sponsors per team to cover additional costs.
- Staff has been looking into some "outside the box" programs to offer, beginning in 2019. Staff recently met with the Crow Wing Energized board to discuss possible matching funds. Some ideas staff is considering are a Saturday morning yoga class at Gregory Park; bringing weekly activities to Operation Sandwich recipients; a Mommy and Me garden party (decorating flower pots and planting flowers together); planting a bulb garden and, at the end of the summer, offering the bulbs to city residents to beautify their yards; Benchwarmer Basketball for persons not as skilled as others but still enjoy the game; and various fundraising events at Buster Dog Park. Staff has also met with two individuals wishing to rent park space to start a flag football league.
A request of \$5,000 for program development has been included in the 2019 budget.
- Because of low participation numbers the Park Board voted to eliminate grass volleyball (nine participants), Colt baseball (16) and Shetland morning t-ball (9). The Shetland evening program would continue. Colt baseball is for boys and girls ages 9-12 and staff feels they could participate in youth baseball or softball.
In 2018, grass volleyball had revenues of \$513 and expenses of \$504, and Colt baseball had revenues of \$1,022 and expenses of \$1,212. Eliminating the Shetland morning program would result in about \$553 in lost revenue and save about \$402 in supplies and seasonal employee salaries.
- Staff cut down three dead trees in Lum Park and cleared limbs, branches and trunks from this summer's cut behind the townhouses abutting Buffalo Hills-Lions Park. Salvaged wood was split and will be sold as campground firewood.

- The Brainerd Rotary Club was the recipient of the “Outstanding Conservationist” award from the Crow Wing County Soil and Water Conservation Department for the club’s efforts to establish the Rotary Riverside Park Field of Seeds prairie restoration project and the seed bank project. This honor puts the Brainerd Rotary Club in the running for the state award which will be presented at the Minnesota Association of Soil and Water Conservation annual convention Dec. 11.
- The Brainerd Lakes Area Women of Today donated \$200 from its concession stand sales at the Great Pumpkin Festival. Staff received \$201 from its agreement with Buffalo Wild Wings as part of a sales promotion. Both donations will be used to purchase baseball helmets and youth softball face guards.
- Staff assisted Brainerd Public Utilities in decorating the Christmas tree on South 6th and Laurel streets and hung downtown swags and wreaths.
- The adult Pond Hockey registration deadline is Dec. 7 and the youth Pond Hockey deadline is Dec. 14.
- Staff began flooding ice rinks on Nov. 26. The tentative opening date of the warming houses is Dec. 17.
- The state VFW baseball tournament will take place Aug. 8-11 at Mills and BHS fields.



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

**BRAINERD PUBLIC UTILITIES
OPERATING BUDGET FOR THE YEAR
ENDED DECEMBER 31, 2019
AND
CAPITAL IMPROVEMENT BUDGET FOR
THE YEARS 2019 THROUGH 2023**

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**BRAINERD PUBLIC UTILITIES
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OPERATING AND CAPITAL BUDGETS**

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Capital Improvement Budget

**Brainerd Public Utilities
Capital Improvement Budget
For the Years 2019 Through 2023**

Department	2019	2020	2021	2022	2023	Total
Electric	\$2,224,500	\$1,901,000	\$1,281,000	\$908,000	\$1,192,000	\$7,506,500
Water	736,000	563,000	353,000	248,000	327,000	2,227,000
Wastewater	525,000	601,000	231,000	149,000	126,000	1,632,000
Hydro	264,000	216,000	164,000	138,000	159,000	941,000
Administration	168,000	186,500	55,500	55,500	65,500	531,000
Grand Total	<u>\$ 3,917,500</u>	<u>\$ 3,467,500</u>	<u>\$ 2,084,500</u>	<u>\$ 1,498,500</u>	<u>\$ 1,869,500</u>	<u>\$ 12,837,500</u>

**Brainerd Public Utilities
Electric Distribution Department
Capital Improvement Budget
For the Years 2019 Through 2023**

Project No.	Project Description	2019	2020	2021	2022	2023	Total
Production System Improvements							
01	Load Management/Time of Use	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000
02	SCADA/System Communications	10,000	25,000	25,000	25,000	25,000	110,000
03	Electric System Model	10,000	20,000		20,000		50,000
04	Reclosures / VFI	100,000		50,000		50,000	200,000
Distribution System Improvements							
01	34.5 KV Distribution Expansion & Improvements	400,000	500,000	500,000	500,000	500,000	2,400,000
02	St. Joes Sub-Station Upgrade	300,000					300,000
03	Wise Road Clearing	30,000					30,000
04	Underground Service Conversions		50,000	50,000	50,000	50,000	200,000
05	AMI Upgrade	900,000	900,000	50,000			1,850,000
06	System Distribution Transformers	200,000	150,000	150,000	150,000	150,000	800,000
Lighting System Expansion and Improvements							
01	Conversion to Energy Efficient Street Lighting	10,000	60,000	50,000	50,000	50,000	220,000
02	Lighting System Expansion & Improvements	16,000					16,000
Special Equipment							
01	34.5 kV Tools (new crimpers)	30,000	15,000	15,000	15,000	15,000	90,000
Service Improvements							
01	Service Drop Improvements/Meter Improvements	5,000	5,000	5,000	5,000	5,000	25,000
Safety Equipment							
01	Safety Equipment	50,000	30,000	30,000	30,000	30,000	170,000
Test Equipment							
01	Misc. Line and Meter	30,000	30,000	20,000	15,000	15,000	110,000
02	Misc Survey Tools	5,000					5,000
Trucks, Vehicles, and Tools							
01	Aerial Device Cab/Chassis/Remount	200,000		230,000		240,000	670,000
02	Mechanic Truck Build Out		20,000				20,000
03	Locator Truck			40,000			40,000
04	Harley Rake/Auger attachments	12,500					12,500
Total Before Debt Financing and Contingencies		2,318,500	1,810,000	1,220,000	865,000	1,135,000	7,348,500
Projects Funded with Debt Financing		200,000	-	-	-	-	200,000
Total Before Contingencies		2,118,500	1,810,000	1,220,000	865,000	1,135,000	7,148,500
Contingencies		106,000	91,000	61,000	43,000	57,000	358,000
Grand Total		\$ 2,224,500	\$ 1,901,000	\$ 1,281,000	\$ 908,000	\$ 1,192,000	\$ 7,506,500

**Brainerd Public Utilities
Water Department
Capital Improvement Budget
For the Years 2019 Through 2023**

Project No.	Project Description	2019	2020	2021	2022	2023	Total
Production System Improvements							
01	Flow Meters For Wells		\$ 15,000				\$ 15,000
02	Check Valves For Wells		20,000				20,000
03	Well Rehab	30,000	30,000	30,000	30,000	30,000	150,000
Water Reservoir/Tanks							
01	Reclamation/Backwash Tank			1,000,000			1,000,000
02	2 Million Gallon Ground Reservoir			3,000,000			3,000,000
03	South System Water Tower	2,100,000					2,100,000
Filtration/Treatment Facility Improvements							
01	Filter Bed Improvements	40,000	40,000	40,000	40,000	40,000	200,000
02	Valves/Actuators/Level Indicators	40,000	20,000	20,000	20,000	20,000	120,000
03	Chemical Clean	6,000	6,000	6,000	6,000	6,000	30,000
04	Central Garage	80,000					80,000
Distribution System Improvements							
01	Gates/Valves/Hydrants	30,000	50,000	50,000	50,000	50,000	230,000
02	City Watermain Projects	200,000	50,000	50,000	50,000	50,000	400,000
03	AMI Upgrade	200,000	200,000	100,000			500,000
Water Service Improvements							
01	Water Service Line Improvements	25,000	15,000	15,000	15,000	15,000	85,000
02	Commercial Water Meter Improvements	20,000	10,000	10,000	10,000	10,000	60,000
Special Equipment							
01	Laboratory Equipment/Scales/Containment	5,000	5,000	5,000	5,000	5,000	25,000
Trucks, Vehicles, and Tools							
01	Service Truck #2					75,000	75,000
02	Utility Vehicle		65,000				65,000
Safety Equipment							
01	Barricades/Warning Equipment/Fall Equip.	10,000	5,000	5,000	5,000	5,000	30,000
Other Improvements							
01	Instrumental & Control System	5,000	5,000	5,000	5,000	5,000	25,000
02	Tap Machine	10,000					10,000
Total Before Debt Financing and Contingencies		2,801,000	536,000	4,336,000	236,000	311,000	8,220,000
Projects Funded with Debt Financing		2,100,000	-	4,000,000	-	-	6,100,000
Total Before Contingencies		701,000	536,000	336,000	236,000	311,000	2,120,000
Contingencies		35,000	27,000	17,000	12,000	16,000	107,000
Grand Total		\$ 736,000	\$ 563,000	\$ 353,000	\$ 248,000	\$ 327,000	\$ 2,227,000

**Brainerd Public Utilities
Wastewater Treatment Department
Capital Improvement Budget
For the Years 2019 Through 2023**

Project No.	Project Description	2019	2020	2021	2022	2023	Total
Improvements to Building							
01	Energy Improvements Control Building		\$ 20,000				\$ 20,000
Equipment							
01	Sampling Devices/System Flow Meters	5,000					5,000
Improvements to WWTP							
01	Sludge Recirc. Pumps/Thickening Pump	50,000					50,000
02	One Bank UV Bulbs		22,000		22,000		44,000
03	Thickening Tank Mixer		200,000				200,000
04	SBR Impeller (2)	40,000					40,000
Test Equipment							
01	Lab Equipment	10,000	15,000	5,000	5,000	5,000	40,000
02	AMI Upgrade	200,000	200,000	100,000			500,000
Safety Equipment							
01	Personal Protective Equipment	5,000	5,000	5,000	5,000	5,000	25,000
02	Hand Tools	5,000	5,000	5,000	5,000	5,000	25,000
Trucks and Vehicles							
01	Truck	30,000					30,000
Other Improvements							
01	Scada System for Lift Stations	5,000	5,000	5,000	5,000	5,000	25,000
02	Lift Station Improvements - pumps	150,000	100,000	100,000	100,000	100,000	550,000
Total Before Debt Financing and Contingencies		500,000	572,000	220,000	142,000	120,000	1,554,000
Projects Funded with Debt Financing		-	-	-	-	-	-
Total Before Contingencies		500,000	572,000	220,000	142,000	120,000	1,554,000
Contingencies		25,000	29,000	11,000	7,000	6,000	78,000
Grand Total		\$ 525,000	\$ 601,000	\$ 231,000	\$ 149,000	\$ 126,000	\$ 1,632,000

**Brainerd Public Utilities
Hydro Department
Capital Improvement Budget
For the Years 2019 Through 2023**

Project No.	Project Description	2019	2020	2021	2022	2023	Total
Improvements to Building							
01	Paint - Interior	\$ 5,000					\$ 5,000
02	Paint - Exterior	30,000					30,000
03	Roof Repair	25,000					25,000
Equipment							
01	Fuses/Stocking /Backup Parts/Gauges	13,000	13,000	13,000	13,000	13,000	65,000
02	Sump Pumps/Hydraulic Upgrades	10,000	10,000	5,000			25,000
03	Turbine		1,700,000				1,700,000
04	Generator Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Improvements to Dam Site							
01	Security Updates - Fence	20,000					20,000
02	Gate Maintenance	20,000		20,000		20,000	60,000
Safety Equipment							
01	Personal Protective Equipment	5,000	5,000				10,000
02	Hand Tools	5,000	5,000				10,000
Trucks and Vehicles							
01	Forklift		50,000				50,000
Other Improvements							
01	Scada System		5,000				5,000
02	FERC Re-licensing	68,000	68,000	68,000	68,000	68,000	340,000
Total Before Debt Financing and Contingencies		251,000	1,906,000	156,000	131,000	151,000	2,595,000
Projects Funded with Debt Financing		-	1,700,000	-	-	-	1,700,000
Total Before Contingencies		251,000	206,000	156,000	131,000	151,000	895,000
Contingencies		13,000	10,000	8,000	7,000	8,000	46,000
Grand Total		<u>\$ 264,000</u>	<u>\$ 216,000</u>	<u>\$ 164,000</u>	<u>\$ 138,000</u>	<u>\$ 159,000</u>	<u>\$ 941,000</u>

**Brainerd Public Utilities
Administration Department
Capital Improvement Budget
For the Years 2019 Through 2023**

Project No.	Project Description	2019	2020	2021	2022	2023	Total
Improvements to Service Center							
01	HVAC System	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 70,000
02	Parking Lot	65,000	5,000	5,000	5,000	5,000	85,000
03	Exterior Security - Fence/Gate/Parking Lot		25,000				25,000
Other Improvements							
01	Custodial/Grounds Keeping Equipment	5,000	13,000			10,000	28,000
Safety Equipment							
01	Radios	30,000	7,500	7,500	7,500	7,500	60,000
Information Technology Improvements							
01	Computer System Improvements	50,000	112,000	25,000	25,000	25,000	237,000
Total Before Contingencies		160,000	177,500	52,500	52,500	62,500	505,000
Contingencies		8,000	9,000	3,000	3,000	3,000	26,000
Grand Total		<u>\$ 168,000</u>	<u>\$ 186,500</u>	<u>\$ 55,500</u>	<u>\$ 55,500</u>	<u>\$ 65,500</u>	<u>\$ 531,000</u>

2019 Operating Budget

Summarized Financial and Operating Statistics of 2019 Operating Budget

Brainerd Public Utilities
Statements of Net Position
As of December 31, 2018, 2017, 2016, 2015, and 2014
(In Thousands)

	Electric Department					Water Department				
	2018-Est.	2017	2016	2015	2014	2018-Est.	2017	2016	2015	2014
Assets and Deferred Outflows of Resources										
Cash and Investments - Unrestricted	\$ 1,470	\$ 445	\$ 1,021	\$ 1,915	\$ 2,975	\$ 2,355	\$ 1,408	\$ 1,187	\$ 1,383	\$ (254)
Cash and Investments - Restricted	1,850	1,778	2,166	2,189	2,650	1,075	702	693	219	17
Accounts Receivable	2,950	3,328	2,239	2,054	2,270	1,095	304	308	269	255
Inventory	985	1,038	758	856	953	115	111	111	91	84
Other Current Assets	160	212	195	139	125	60	706	1,159	6	-
Net Capital Assets	24,050	24,273	23,569	23,488	22,242	15,600	14,977	14,332	9,681	9,704
Notes Receivable	-	-	-	-	-	-	-	-	-	1,789
Other Noncurrent Assets	230	242	251	260	274	-	-	-	-	-
Deferred Outflows of Resources	370	581	1,091	299	-	125	194	396	109	-
Total Assets and Deferred Outflows of Resources	32,065	31,897	31,290	31,200	31,489	20,425	18,402	18,186	11,758	11,595
Liabilities and Deferred Inflows of Resources										
Accounts Payable	1,145	1,518	1,385	950	1,302	135	145	372	22	20
Current Portion of Following:										
Revenue Bonds	850	795	1,160	1,135	1,060	665	410	365	160	-
Equipment Certificates	58	39	40	-	-	55	39	40	-	-
Conservation Incentive Program	220	217	218	291	317	-	-	-	-	-
Customer Deposits	310	313	278	253	251	-	-	-	-	-
Other Current Liabilities	335	291	254	211	363	160	106	133	47	87
Long - Term Portion of Following:										
Revenue Bonds	9,415	10,265	9,610	10,770	12,132	7,665	5,610	6,020	1,540	1,813
PFA Loan	-	-	-	-	-	-	-	-	-	-
Equipment Certificates	122	121	161	-	-	145	121	161	-	-
Compensated Absences	440	409	372	344	379	165	149	157	146	163
Net Pension Liability	2,080	2,076	2,514	1,676	-	695	692	913	608	-
Other Noncurrent Liabilities	195	222	261	247	10	700	531	580	114	3
Deferred Inflows of Resources	235	376	255	84	-	80	125	93	31	-
Total Liabilities and Deferred Inflows of Resources	15,405	16,642	16,508	15,961	15,814	10,465	7,928	8,834	2,668	2,086
Net Position										
Investment in Capital Assets	13,650	13,917	12,835	11,927	9,704	6,550	8,262	7,162	7,959	8,394
Restricted	-	-	1,061	972	1,300	1,050	633	594	198	-
Unrestricted	3,010	1,338	886	2,340	4,671	2,360	1,579	1,596	933	1,115
Total Net Position	16,660	15,255	14,782	15,239	15,675	9,960	10,474	9,352	9,090	9,509
Total Liabilities and Net Position	32,065	31,897	31,290	31,200	31,489	20,425	18,402	18,186	11,758	11,595

Brainerd Public Utilities
Statements of Net Position (Continued)
As of December 31, 2018, 2017, 2016, 2015, and 2014
(In Thousands)

	Wastewater Treatment Department					Combined All Departments				
	2018-Est.	2017	2016	2015	2014	2018-Est.	2017	2016	2015	2014
Assets and Deferred Outflows of Resources										
Cash and Investments - Unrestricted	\$ 5,525	\$ 5,139	\$ 4,166	\$ 4,591	\$ 5,010	\$ 9,350	\$ 6,992	\$ 6,374	\$ 7,889	\$ 7,731
Cash and Investments - Restricted	1,625	2,134	2,222	1,755	1,066	4,550	4,614	5,081	4,163	3,733
Accounts Receivable	690	430	458	365	349	4,735	4,062	3,005	2,688	2,874
Inventory	-	-	-	-	-	1,100	1,149	869	947	1,037
Other Current Assets	35	270	7	92	86	255	1,188	1,361	237	211
Net Capital Assets	24,130	25,204	25,677	26,657	27,954	63,780	64,454	63,578	59,826	59,900
Notes Receivable	5,225	5,659	6,155	6,635	7,101	5,225	5,659	6,155	6,635	8,890
Other Noncurrent Assets	5	67	22	77	83	235	309	273	337	357
Deferred Outflows of Resources	125	194	80	95	-	620	969	1,567	503	-
Total Assets and Deferred Outflows of Resources	37,360	39,097	38,787	40,267	41,649	89,850	89,396	88,263	83,225	84,733
Liabilities and Deferred Inflows of Resources										
Accounts Payable	30	36	-	7	19	1,310	1,699	1,757	979	1,341
Current Portion of Following:										
Revenue Bonds	62	59	-	-	-	1,577	1,264	1,525	1,295	1,060
Equipment Certificates	1,352	1,310	1,486	1,441	1,397	1,465	1,388	1,566	1,441	1,397
Conservation Incentive Program	23	-	-	-	-	243	217	218	291	317
Customer Deposits	-	-	-	-	-	310	313	278	253	251
Other Current Liabilities	-	-	-	-	-	495	397	387	258	450
Long - Term Portion of Following:										
Revenue Bonds	992	1,055	-	-	-	18,072	16,930	15,630	12,310	13,945
PFA Loan	14,316	15,668	16,978	18,464	19,905	14,316	15,668	16,978	18,464	19,905
Equipment Certificates	105	-	-	-	-	372	242	322	-	-
Compensated Absences	170	156	159	158	157	775	714	688	648	699
Net Pension Liability	695	692	530	530	-	3,470	3,460	3,957	2,814	-
Other Noncurrent Liabilities	115	113	20	12	3	1,010	866	861	373	16
Deferred Inflows of Resources	80	125	19	27	-	395	626	367	142	-
Total Liabilities and Deferred Inflows of Resources	18,200	19,626	19,444	21,007	21,878	44,070	44,196	44,786	39,636	39,778
Net Position										
Investment in Capital Assets	7,505	6,995	7,213	6,742	6,652	27,705	29,174	27,210	26,628	24,750
Restricted	7,180	7,479	8,195	8,123	7,915	8,230	8,112	9,850	9,293	9,215
Unrestricted	4,475	4,997	3,935	4,395	5,204	9,845	7,914	6,417	7,668	10,990
Total Net Position	19,160	19,471	19,343	19,260	19,771	45,780	45,200	43,477	43,589	44,955
Total Liabilities and Net Position	37,360	39,097	38,787	40,267	41,649	89,850	89,396	88,263	83,225	84,733

Brainerd Public Utilities
Statements of Revenues, Expenses, and Changes in Net Position
and Reconciliation of Cash and Investments
For the Years Ended December 31, 2019, 2018, 2017, 2016, and 2015
(In Thousands)

	Electric Department							Water Department						
	Budget 2019	2018 - Projected			Actual			Budget 2019	2018 - Projected			Actual		
		Actual	Budget	Variance	2017	2016	2015		Actual	Budget	Variance	2017	2016	2015
Operating Revenues														
Utility Revenue	\$ 20,622	\$ 21,213	\$ 19,856	\$ 1,357	\$ 19,412	\$ 18,159	\$ 18,119	\$ 2,558	\$ 2,523	\$ 2,464	\$ 59	\$ 2,335	\$ 2,254	\$ 2,177
Other Operating Revenue	162	162	162	-	229	142	166	27	25	25	-	28	27	25
Total Operating Revenue	20,784	21,375	20,018	1,357	19,641	18,301	18,285	2,585	2,548	2,489	59	2,363	2,281	2,202
Operating Expenses														
Purchased Power	12,480	11,904	13,008	(1,104)	12,754	12,475	11,287	-	-	-	-	-	-	-
Salaries and Wages	2,260	2,094	2,144	(50)	1,863	1,807	1,772	803	772	754	18	794	685	701
Operations and Maintenance	716	786	775	11	680	765	908	530	537	526	11	473	419	408
Employee Benefits	835	781	924	(143)	854	855	864	358	321	331	(10)	300	334	183
Depreciation and Amortization	1,847	1,844	1,822	22	1,776	1,647	1,535	972	958	862	96	821	702	656
Other	439	459	422	37	499	328	375	105	160	102	58	101	87	99
Baxter Expense Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	18,577	17,868	19,095	(1,227)	18,426	17,877	16,741	2,768	2,748	2,575	173	2,489	2,227	2,047
Operating Income	2,207	3,507	923	2,584	1,215	424	1,544	(183)	(200)	(86)	(114)	(126)	54	155
Nonoperating Revenue (Expense)														
Interest Revenue - Investments	47	40	64	(24)	41	71	103	18	33	1	32	1	2	3
Local Option Sales Tax	-	-	-	-	-	-	-	259	260	225	35	251	-	-
Other Nonoperating Revenue and Expense	112	181	106	75	304	173	139	68	101	56	45	92	5	44
Interest Expense - Bonds	(291)	(317)	(322)	5	(414)	(444)	(482)	(296)	(272)	(287)	15	(85)	(49)	(49)
Total Nonoperating Revenue (Expense)	(132)	(96)	(152)	56	(69)	(200)	(240)	49	122	(5)	127	259	(42)	(2)
Income Before Transfers to City	2,075	3,411	771	2,640	1,146	224	1,304	(134)	(78)	(91)	13	133	12	153
Contributed Capital														
Transfers to City	(744)	(697)	(674)	(23)	(673)	(681)	(597)	-	-	-	-	989	250	-
Change in Net Position	1,331	2,714	97	2,617	473	(457)	707	(134)	(78)	(91)	13	1,122	262	153
Reconciliation of Cash and Investments														
Beginning Cash and Investments	3,320	2,223			3,187	4,104	5,625	3,430	2,110			1,880	1,602	(237)
Change in Net Position	1,331	2,714			473	(457)	707	(134)	(78)			1,122	262	153
Depreciation and Amortization	1,847	1,844			1,776	1,647	1,535	972	958			821	702	656
Bad Debt Expense	36	46			31	28	36	4	4			3	3	4
Debt Service Principal Payments	(908)	(834)			(5,785)	(1,135)	(1,060)	(710)	(614)			(405)	(160)	-
Capital Asset Additions	(2,789)	(2,048)			(2,504)	(1,887)	(3,015)	(2,870)	(1,580)			(312)	(4,962)	(622)
Debt Service Proceeds Received	200	98			6,035	201	-	-	2,799			-	5,046	1,789
Change in Other Assets	-	706			867	741	14	-	(80)			(659)	(1,499)	(338)
Change in Other Liabilities	-	(462)			(115)	338	291	-	187			(500)	1,218	123
Other Accrual Adjustments to Accounts	(26)	(967)			(1,742)	(393)	(29)	208	(276)			160	(332)	74
Ending Cash and Investments	\$ 3,011	\$ 3,320			\$ 2,223	\$ 3,187	\$ 4,104	\$ 900	\$ 3,430			\$ 2,110	\$ 1,880	\$ 1,602

Brainerd Public Utilities
Statements of Revenues, Expenses, and Changes in Net Position
and Reconciliation of Cash and Investments (Continued)
For the Years Ended December 31, 2019, 2018, 2017, 2016, and 2015
(In Thousands)

	Wastewater Treatment Department							Combined All Departments						
	Budget 2019	2018 - Projected			Actual			Budget 2019	2018			Actual		
		Actual	Budget	Variance	2017	2016	2015		Actual	Budget	Variance	2017	2016	2015
Operating Revenues														
Utility Revenue	\$ 2,149	\$ 2,148	\$ 2,176	\$ (28)	\$ 2,095	\$ 2,035	\$ 1,950	\$ 25,329	\$ 25,884	\$ 24,496	\$ 1,388	\$ 23,842	\$ 22,448	\$ 22,246
Other Operating Revenue	29	27	26	1	30	27	26	218	214	213	1	287	196	217
Total Operating Revenue	2,178	2,175	2,202	(27)	2,125	2,062	1,976	25,547	26,098	24,709	1,389	24,129	22,644	22,463
Operating Expenses														
Purchased Power	-	-	-	-	-	-	-	12,480	11,904	13,008	(1,104)	12,754	12,475	11,287
Salaries and Wages	752	811	766	45	645	625	632	3,815	3,677	3,664	13	3,302	3,117	3,105
Operations and Maintenance	886	922	877	45	947	798	799	2,132	2,245	2,178	67	2,100	1,982	2,115
Employee Benefits	314	306	315	(9)	321	297	101	1,507	1,408	1,570	(162)	1,475	1,486	1,148
Depreciation and Amortization	1,480	1,497	1,466	31	1,429	1,402	1,392	4,299	4,299	4,150	149	4,026	3,751	3,583
Other	133	143	131	12	125	119	118	677	762	655	107	725	534	592
Baxter Expense Reimbursement	(539)	(539)	(450)	(89)	(521)	(436)	(407)	(539)	(539)	(450)	(89)	(521)	(436)	(407)
Total Operating Expenses	3,026	3,140	3,105	35	2,946	2,805	2,635	24,371	23,756	24,775	(1,019)	23,861	22,909	21,423
Operating Income	(848)	(965)	(903)	(62)	(821)	(743)	(659)	1,176	2,342	(66)	2,408	268	(265)	1,040
Nonoperating Revenue (Expense)														
Interest Revenue - Investments	42	(9)	48	(57)	108	48	98	107	64	113	(49)	150	121	204
Local Option Sales Tax	1,049	1,049	1,009	40	1,065	978	907	1,308	1,309	1,234	75	1,316	978	907
Other Nonoperating Revenue and Expense	293	341	310	31	370	418	379	473	623	472	151	766	596	562
Interest Expense	(549)	(592)	(594)	2	(587)	(626)	(664)	(1,136)	(1,181)	(1,203)	22	(1,086)	(1,119)	(1,195)
Total Nonoperating Revenue (Expense)	835	789	773	16	956	818	720	752	815	616	199	1,146	576	478
Income Before Transfers to City	(13)	(176)	(130)	(46)	135	75	61	1,928	3,157	550	2,607	1,414	311	1,518
Contributed Capital	-	-	-	-	-	-	-	-	-	-	-	989	250	-
Transfers to City	-	-	-	-	-	-	-	(744)	(697)	(674)	(23)	(673)	(681)	(597)
Change in Net Position	(13)	(176)	(130)	(46)	135	75	61	1,184	2,460	(124)	2,584	1,730	(120)	921
Reconciliation of Cash and Investments														
Beginning Cash and Investments	7,150	7,273			6,388	6,346	6,076	13,900	11,606			11,455	12,052	11,464
Change in Net Position	(13)	(176)			135	75	61	1,184	2,460			1,730	(120)	921
Depreciation and Amortization	1,480	1,497			1,429	1,402	1,392	4,299	4,299			4,026	3,751	3,583
Bad Debt Expense	4	4			4	3	5	44	54			38	34	45
Debt Service Principal Payments	(1,438)	(1,369)			(1,535)	(1,441)	(1,397)	(3,056)	(2,817)			(7,725)	(2,736)	(2,457)
Capital Asset Additions	(559)	(425)			(135)	(1,148)	(84)	(6,218)	(4,053)			(2,951)	(7,997)	(3,721)
Debt Service Proceeds Received	-	128			-	1,163	-	200	3,025			6,035	6,410	1,789
Change in Other Assets	-	540			102	542	355	-	1,166			310	(216)	31
Change in Other Liabilities	-	(184)			554	(122)	(46)	-	(459)			(61)	1,434	368
Other Accrual Adjustments to Accounts	(8)	(138)			331	(432)	(16)	174	(1,381)			(1,251)	(1,157)	29
Ending Cash and Investments	\$ 6,616	\$ 7,150			\$ 7,273	\$ 6,388	\$ 6,346	\$ 10,527	\$ 13,900			\$ 11,606	\$ 11,455	\$ 12,052

Brainerd Public Utilities
Operating Statistics For All Departments
For the Years Ended December 31, 2019, 2018, 2017, 2016, and 2015

	Budget 2019	Projected 2018	2017	2016	2015
Electric Department					
<u>kWh Sales (In Thousands)</u>					
kWh Purchased from MP	172,384	172,830	165,645	166,984	167,979
Hydro Generation - Net	18,950	18,875	19,401	19,644	17,563
Line Loss/Billing Time Differences	(5,729)	(6,189)	(6,535)	(6,294)	(5,286)
kWh Billed to Customers	185,605	185,516	178,511	180,334	180,256
<u>kW Demand Sales (In Thousands)</u>					
kW Purchased from MP	365	359	344	346	349
Hydro Generation	28	28	29	29	30
Line Loss/Billing Time Differences	(30)	(30)	(21)	(19)	(22)
kW Billed to Customers	363	357	352	356	357
<u>System Peak (In Megawatts)</u>	37.8	37.1	38.6	36.1	39.5
<u>Utility Revenue (In Thousands)</u>	\$ 20,622	\$ 21,213	\$ 19,412	\$ 18,159	\$ 18,119
<u>Average Revenue Per kWh</u>	\$ 0.111	\$ 0.114	\$ 0.109	\$ 0.101	\$ 0.101
<u>Number of Customers</u>	8,090	8,070	8,039	7,986	7,946
Water Department					
<u>Gallon Sold (In Thousands)</u>					
Pumped to Distribution System	489,500	485,797	482,159	492,846	506,271
System Loss/Billing Time Differences	(92,000)	(87,915)	(93,863)	(92,620)	(94,446)
Gallons Billed to Customers	397,500	397,882	388,296	400,226	411,825
<u>System Monthly Peak Sales (In Thousands)</u>	44,200	43,816	45,013	45,447	47,884
<u>Utility Revenue (In Thousands)</u>	\$ 2,558	\$ 2,523	\$ 2,335	\$ 2,254	\$ 2,177
<u>Average Revenue Per 1,000 Gallons Sold</u>	\$ 6.435	\$ 6.341	\$ 6.013	\$ 5.632	\$ 5.286
<u>Number of Customers</u>	4,890	4,873	4,720	4,675	4,650
Wastewater Treatment Department					
<u>Gallon Processed and Sold (In Thousands)</u>					
Processed at Treatment Plant	780,000	755,482	844,303	764,803	700,235
City of Baxter	(244,000)	(234,365)	(240,704)	(211,195)	(201,086)
System Loss/Billing Time Differences	(191,000)	(175,605)	(268,569)	(219,290)	(159,022)
Gallons Billed to BPU Customers	345,000	345,512	335,030	334,318	340,127
<u>System Monthly Peak Processed (In Thousands)</u>	72,500	71,575	83,022	83,331	70,525
<u>BPU Customer Utility Revenue (In Thousands)</u>	\$ 2,149	\$ 2,148	\$ 2,095	\$ 2,035	\$ 1,950
<u>Average Revenue Per 1,000 Gallons Sold</u>	\$ 6.229	\$ 6.217	\$ 6.253	\$ 6.087	\$ 5.733
<u>Number of Customers</u>	4,720	4,701	4,675	4,625	4,600

Detail of 2019 Operating Budget

**Brainerd Public Utilities
Summary of 2019 Operating Budget
Combined All Departments**

				2018		2018 Favorable (Unfavorable) Variance	2019 Budget
	2015	Actual 2016	2017	Projected Actual	Budget		
Utility Revenue							
Residential	\$ 7,681,552	\$ 7,731,833	\$ 8,185,467	\$ 8,874,458	\$ 8,302,800	\$ 571,658	8,739,600
Commercial	8,303,812	8,376,054	8,997,827	9,785,755	9,283,200	502,555	9,516,000
Large Commercial	5,085,573	5,133,161	5,359,072	5,824,996	5,564,400	260,596	5,700,300
City of Brainerd	429,350	432,827	461,635	533,652	499,200	34,452	512,400
BPU	746,016	774,885	838,484	865,852	846,600	19,252	861,000
Total Utility Revenue	22,246,303	22,448,760	23,842,485	25,884,713	24,496,200	1,388,513	25,329,300
Other Revenue							
Local Option Sales Tax Proceeds - Brainerd	907,123	977,969	1,004,910	986,909	955,200	31,709	987,000
Local Option Sales Tax Proceeds - Baxter	-	-	310,655	322,416	279,000	43,416	321,600
Interest Revenue	204,234	120,722	150,736	65,791	112,800	(47,009)	106,800
Interest Revenue - Notes Receivable	221,339	204,735	195,055	183,823	183,600	223	169,200
Federal Grant Revenue - Build America Bond	141,217	138,370	122,452	120,484	118,800	1,684	110,400
Other Revenue	417,016	449,940	734,366	531,299	384,000	147,299	409,200
Reimbursement of Operating Expenses - Baxter	407,248	435,914	520,764	539,047	450,000	89,047	538,800
Contributed Capital	-	310,000	988,568	-	-	-	-
Total Other Revenue	2,298,177	2,637,650	4,027,506	2,749,769	2,483,400	266,369	2,643,000
Total Revenue	24,544,480	25,086,410	27,869,991	28,634,482	26,979,600	1,654,882	27,972,300
Expenses							
Purchased Power	11,286,640	12,474,887	12,754,343	11,903,755	13,008,000	1,104,245	12,480,000
Personal Services	3,104,835	3,117,022	3,302,302	3,677,047	3,663,600	(13,447)	3,814,200
Purchased Services	1,652,717	1,523,213	1,652,307	1,775,424	1,733,400	(42,024)	1,667,100
Supplies and Maintenance	462,207	458,353	448,384	469,604	445,200	(24,404)	464,400
Employee Benefits	1,147,086	1,485,847	1,475,160	1,407,118	1,569,600	162,482	1,506,900
Other Charges	609,671	606,390	734,689	769,133	666,000	(103,133)	688,800
Depreciation	3,567,741	3,740,598	4,012,872	4,287,100	4,138,800	(148,300)	4,286,400
Interest Expense - Bonds	1,195,093	1,118,421	1,086,409	1,187,560	1,203,600	16,040	1,136,400
Cash Transfers to City	596,543	681,227	672,823	696,984	674,400	(22,584)	744,000
Total Expenses	23,622,533	25,205,958	26,139,289	26,173,725	27,102,600	928,875	26,788,200
Change in Net Position	<u>\$ 921,947</u>	<u>\$ (119,548)</u>	<u>\$ 1,730,702</u>	<u>\$ 2,460,757</u>	<u>\$ (123,000)</u>	<u>\$ 2,583,757</u>	<u>\$ 1,184,100</u>

**Brainerd Public Utilities
2019 Operating Budget
Electric Department - Combined**

	Actual			2018		2018 Variance Positive (Negative)	2019 Budget
	2015	2016	2017	Projected Actual	Budget		
Electric Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 5,306,339	\$ 5,313,217	\$ 5,693,563	\$ 6,290,189	\$ 5,743,200	\$ 546,989	\$ 6,120,000
Commercial	6,709,437	6,671,496	7,220,310	7,885,948	7,380,000	505,948	7,608,000
Large Commercial	5,085,573	5,133,161	5,359,072	5,824,996	5,564,400	260,596	5,700,300
City of Brainerd	334,819	332,297	361,941	420,607	388,800	31,807	402,000
BPU	683,180	709,189	777,474	791,533	780,000	11,533	792,000
Total Utility Revenue	18,119,348	18,159,360	19,412,360	21,213,272	19,856,400	1,356,872	20,622,300
<u>Other Revenues</u>							
Late Payment Penalties	117,015	108,899	117,428	118,493	116,400	2,093	118,800
Permits and Fees	49,396	32,934	111,268	43,046	45,600	(2,554)	43,200
Bad Debt Recoveries	11,743	11,820	5,760	12,692	12,000	692	12,000
Interest Revenue	103,451	71,166	40,957	41,334	63,600	(22,266)	46,800
Rental Revenue	61,816	52,938	71,155	44,324	40,800	3,524	40,800
Gain (Loss) on Sale of Capital Assets	1,000	30,653	102,025	44,559	-	44,559	-
Refunds and Reimbursements	2,435	1,219	20,938	547	1,200	(653)	1,200
Bond Premium	15,357	15,357	15,357	16,656	15,000	1,656	15,900
Other Non-Operating Revenue	46,333	60,648	88,459	62,500	37,200	25,300	42,000
Total Other Revenue	408,546	385,634	573,347	384,152	331,800	52,352	320,700
Total Revenue	18,527,894	18,544,994	19,985,707	21,597,424	20,188,200	1,409,224	20,943,000
Expenses							
<u>Substation</u>							
Purchased Power	11,286,640	12,474,887	12,754,343	11,903,755	13,008,000	1,104,245	12,480,000
Total Transmission	11,286,640	12,474,887	12,754,343	11,903,755	13,008,000	1,104,245	12,480,000
<u>Generation and Distribution</u>							
<u>Personal Services</u>							
Regular Wages	969,037	1,115,045	1,198,429	1,341,702	1,720,200	378,498	1,743,600
Overtime Wages	84,519	74,748	70,828	78,415	-	(78,415)	-
Double Overtime Wages	22,318	4,954	18,412	15,371	-	(15,371)	-
Vacation Pay	148,302	89,083	96,727	86,050	-	(86,050)	-
Sick Pay	108,212	45,247	25,131	48,929	-	(48,929)	-
Services to the City	35,868	43,929	59,510	86,652	-	(86,652)	-
Less: Wages Capitalized	(180,907)	(141,736)	(219,183)	(196,301)	(198,000)	(1,699)	(181,200)
	1,187,349	1,231,270	1,249,854	1,460,818	1,522,200	61,382	1,562,400
<u>Purchased Services</u>							
Communications	4,515	5,082	5,957	9,982	5,400	(4,582)	7,200
Utilities	5,120	5,405	9,131	7,133	7,800	667	7,800
Maintenance and Repair - Equipment	129,234	67,258	63,657	61,915	62,400	485	62,400
Maintenance and Repair - Buildings	5,291	5,844	3,582	16,090	3,600	(12,490)	5,400
Maintenance and Repair - Other Improvements	103,296	66,847	54,718	87,216	66,000	(21,216)	73,800
Cleaning and Waste Removal	4,115	15,746	10,877	29,566	10,800	(18,766)	12,600
Testing and Monitoring	745	5,927	4,000	7,652	2,400	(5,252)	3,600
Printing and Publishing	4,863	1,603	1,291	176	1,800	1,624	1,800
Consulting Services	5,717	3,375	9,068	5,274	12,000	6,726	9,000
Other Contractual Services	14,072	11,881	12,373	15,884	13,800	(2,084)	13,800
	276,968	188,968	174,654	240,889	186,000	(54,889)	197,400
<u>Supplies and Maintenance</u>							
Small Tools and Supplies	62,764	88,123	59,335	70,060	54,000	(16,060)	67,800
Motor Fuels	31,122	30,948	28,655	40,110	31,200	(8,910)	35,400
Maintenance and Repair - Equipment	37,488	30,009	26,225	33,680	26,400	(7,280)	30,000
Maintenance and Repair - Buildings	3,160	7,562	2,936	2,132	6,000	3,868	4,800
Maintenance and Repair - Other Improvements	-	-	170	-	600	600	600
Maintenance and Repair - Street Lights	14,544	22,541	7,955	9,077	18,000	8,923	15,000
Other Commodities	25,101	8,976	12,432	4,991	15,600	10,609	12,900
Office Supplies	6,807	4,381	2,770	751	4,800	4,049	3,900
	180,986	192,540	140,478	160,801	156,600	(4,201)	170,400

**Brainerd Public Utilities
2019 Operating Budget
Electric Department - Combined**

	2018					2018	
	2015	2016	2017	Projected Actual	Budget	Variance Positive (Negative)	2019 Budget
Electric Department (Continued)							
Generation and Distribution (Continued)							
<u>Other Charges</u>							
Dues and Subscriptions	7,642	181	644	164	1,200	1,036	600
Employee Benefits	5,437	9,767	12,155	12,084	13,800	1,716	11,700
Pension	259,178	232,343	214,229	97,670	102,000	4,330	117,600
Health Insurance	189,622	227,807	219,429	262,770	252,000	(10,770)	248,400
Payroll Taxes	76,689	86,852	90,007	96,791	102,000	5,209	120,000
Licenses and Taxes	33,043	28,877	40,388	41,668	38,400	(3,268)	38,100
Depreciation	1,415,893	1,529,985	1,653,620	1,690,100	1,701,600	11,500	1,693,200
Amortization	14,926	10,961	12,596	12,360	10,800	(1,560)	12,000
Travel and Conferences	36,200	25,880	21,584	37,610	42,000	4,390	42,000
Miscellaneous	431	411	295	678	600	(78)	600
	2,039,061	2,153,064	2,264,947	2,251,896	2,264,400	12,504	2,284,200
Total Generation and Distribution	\$ 3,684,364	\$ 3,765,842	\$ 3,829,933	\$ 4,114,404	\$ 4,129,200	\$ 14,796	\$ 4,214,400
Administration							
<u>Personal Services</u>							
Regular Wages	\$ 494,591	\$ 493,962	\$ 535,233	\$ 547,048	\$ 615,000	\$ 67,952	\$ 696,600
Overtime Wages	6,460	7,247	6,432	6,984	-	(6,984)	-
Vacation Pay	57,736	52,302	52,837	58,961	-	(58,961)	-
Sick Pay	18,925	15,327	12,291	14,117	-	(14,117)	-
Board Member Salaries	6,480	6,480	6,480	6,480	7,200	720	600
	584,192	575,318	613,273	633,589	622,200	(11,389)	697,200
<u>Purchased Services</u>							
Communications	36,605	37,298	34,856	32,600	37,200	4,600	33,600
Utilities	41,257	38,923	38,257	34,276	40,800	6,524	40,800
Maintenance and Repair - Equipment	10,871	14,550	12,002	11,759	13,200	1,441	12,000
Maintenance and Repair - Buildings	1,276	4,331	8,253	12,218	9,000	(3,218)	7,800
Maintenance and Repair - Other Improvements	869	266	1,130	169	1,200	1,031	1,200
Cleaning and Waste Removal	1,393	1,752	1,361	798	1,800	1,002	1,500
Printing and Publishing	3,464	2,238	1,027	3,466	1,200	(2,266)	2,400
Consulting Services	267,533	203,555	183,850	200,760	243,600	42,840	161,400
Other Contractual Services	21,015	20,441	22,550	19,004	19,200	196	19,200
	384,283	323,354	303,286	315,050	367,200	52,150	279,900
<u>Supplies and Maintenance</u>							
Small Tools and Supplies	713	476	1,381	2,554	1,200	(1,354)	2,400
Motor Fuels	3,814	3,057	3,175	4,112	3,600	(512)	3,600
Maintenance and Repair - Equipment	2,136	276	1,260	1,890	1,200	(690)	1,800
Maintenance and Repair - Buildings	919	522	1,086	170	1,200	1,030	1,200
Maintenance and Repair - Other Improvements	29,441	37,400	30,947	34,369	34,800	431	34,800
Other Commodities	1,373	776	428	97	1,200	1,103	1,200
Office Supplies	27,219	17,546	23,491	26,220	22,200	(4,020)	23,100
	65,615	60,053	61,768	69,413	65,400	(4,013)	68,100
<u>Other Charges</u>							
Insurance and Bonds	121,677	100,824	134,192	143,646	144,000	354	145,800
Dues and Subscriptions	50,730	50,385	63,029	57,734	57,000	(734)	57,900
Employee Benefits	10,987	551	7,994	5,299	6,600	1,301	6,300
Pension	95,616	124,029	134,365	155,470	268,200	112,730	166,800
Health Insurance	183,837	132,235	133,091	107,545	132,000	24,455	110,700
Payroll Taxes	42,156	41,541	42,825	43,145	47,400	4,255	53,400
Licenses and Taxes	27,236	28,606	30,285	34,007	29,400	(4,607)	31,500
Depreciation	103,872	106,298	109,523	141,800	109,200	(32,600)	141,600
Travel and Conferences	18,142	199	7,525	12,383	10,200	(2,183)	9,600
Miscellaneous	217	20	365	692	600	(92)	600
Bank Charges	44,310	52,682	58,631	75,622	57,600	(18,022)	69,600
Interest Expense - Other	2,286	5,781	7,058	6,326	6,600	274	6,900
Interest Expense - Bonds	481,741	444,183	414,422	317,961	322,200	4,239	291,300
Bond Issuance Costs	-	5,708	102,462	1,437	-	(1,437)	-
Cash Transfers to City	596,543	681,227	672,823	696,984	674,400	(22,584)	744,000
Bad Debts	36,094	28,326	31,098	46,800	33,600	(13,200)	36,000
	1,815,444	1,802,595	1,949,688	1,846,851	1,899,000	52,149	1,872,000
Total Administration	2,849,534	2,761,320	2,928,015	2,864,903	2,953,800	88,897	2,917,200
Total Expenses	17,820,538	19,002,049	19,512,291	18,883,062	20,091,000	1,207,938	19,611,600
Change In Net Position	\$ 707,356	\$ (457,055)	\$ 473,416	\$ 2,714,362	\$ 97,200	\$ 2,617,162	\$ 1,331,400

**Brainerd Public Utilities
2019 Operating Budget
Electric Department - Distribution**

	Actual			2018		2018	
	2015	2016	2017	Projected	Budget	Variance	2019
				Actual		Positive	Budget
						(Negative)	
Electric Department							
Revenue							
Utility Revenue							
Residential	\$ 5,306,339	\$ 5,313,217	\$ 5,693,563	6,290,189	\$ 5,743,200	\$ 546,989	\$ 6,120,000
Commercial	6,709,437	6,671,496	7,220,310	7,885,948	7,380,000	505,948	7,608,000
Large Commercial	5,085,573	5,133,161	5,359,072	5,824,996	5,564,400	260,596	5,700,300
City of Brainerd	334,819	332,297	361,941	420,607	388,800	31,807	402,000
BPU	683,180	709,189	777,474	791,533	780,000	11,533	792,000
Total Utility Revenue	18,119,348	18,159,360	19,412,360	21,213,272	19,856,400	1,356,872	20,622,300
Other Revenues							
Late Payment Penalties	117,015	108,899	117,428	118,493	116,400	2,093	118,800
Permits and Fees	49,396	32,934	111,268	43,046	45,600	(2,554)	43,200
Bad Debt Recoveries	11,743	11,820	5,760	12,692	12,000	692	12,000
Interest Revenue	103,451	71,166	40,957	41,334	63,600	(22,266)	46,800
Rental Revenue	61,816	52,938	71,155	44,324	40,800	3,524	40,800
Gain (Loss) on Sale of Capital Assets	1,000	30,653	102,025	44,559	-	44,559	-
Refunds and Reimbursements	2,435	1,219	20,938	547.20	1,200	(653)	1,200
Other Non-Operating Revenue	46,333	58,350	84,108	62,500	37,200	25,300	42,000
Total Other Revenue	393,189	367,979	553,639	367,496	316,800	50,696	304,800
Total Revenue	18,512,537	18,527,339	19,965,999	21,580,768	20,173,200	1,407,568	20,927,100
Expenses							
Substation							
Purchased Power	12,527,502	13,958,337	14,249,684	13,300,740	14,454,000	1,153,260	13,860,000
Total Transmission	12,527,502	13,958,337	14,249,684	13,300,740	14,454,000	1,153,260	13,860,000
Distribution							
Personal Services							
Regular Wages	702,526	844,483	913,374	1,024,013	1,365,000	340,987	1,330,800
Overtime Wages	49,766	37,383	34,977	42,053		(42,053)	-
Double Overtime Wages	22,318	4,954	7,623	4,907		(4,907)	-
Vacation Pay	129,627	72,159	75,767	62,774		(62,774)	-
Sick Pay	105,770	44,303	24,086	48,430		(48,430)	-
Services to the City	35,868	43,929	59,510	86,652		(86,652)	-
Less: Wages Capitalized	(180,907)	(141,736)	(219,183)	(196,301)	(198,000)	(1,699)	(181,200)
	864,968	905,475	896,154	1,072,528	1,167,000	94,472	1,149,600
Purchased Services							
Communications	3,031	3,496	4,269	8,240	3,600	(4,640)	5,400
Utilities	5,120	5,305	8,696	6,690	7,200	510	7,200
Maintenance and Repair - Equipment	120,405	64,747	62,621	57,125	57,600	475	57,600
Maintenance and Repair - Buildings	4,904	5,311	3,090	15,475	3,000	(12,475)	4,800
Maintenance and Repair - Other Improvements	102,917	66,747	49,359	87,209	64,800	(22,409)	73,200
Cleaning and Waste Removal	3,619	15,174	10,329	29,099	10,200	(18,899)	12,000
Testing and Monitoring	745	5,927	4,000	7,652	2,400	(5,252)	3,600
Printing and Publishing	4,863	1,603	1,291	176	1,800	1,624	1,800
Consulting Services	2,147	101	9,068	5,274	6,000	726	6,000
Other Contractual Services	13,336	10,945	11,532	15,074	12,600	(2,474)	12,600
	261,087	179,356	164,255	232,015	169,200	(62,815)	184,200
Supplies and Maintenance							
Small Tools and Supplies	59,515	71,831	53,404	64,586	45,600	(18,986)	61,800
Motor Fuels	28,918	27,516	28,514	38,860	28,800	(10,060)	33,600
Maintenance and Repair - Equipment	37,343	16,360	19,946	24,322	18,000	(6,322)	21,000
Maintenance and Repair - Buildings	2,477	2,047	537	1,585	2,400	815	1,800
Maintenance and Repair - Other Improvements	-	-	170	-	600	600	600
Maintenance and Repair - Street Lights	14,544	22,541	7,955	9,077	18,000	8,923	15,000
Other Commodities	22,882	7,529	11,640	4,512	12,600	8,088	11,400
Office Supplies	4,968	2,201	190	568	2,400	1,832	2,400
	170,647	150,025	122,356	143,509	128,400	(15,109)	147,600

**Brainerd Public Utilities
2019 Operating Budget
Electric Department - Distribution**

				2018		2018 Variance Positive (Negative)	2019 Budget
	2015	2016	2017	Projected Actual	Budget		
Electric Department (Continued)							
Distribution (Continued)							
<u>Other Charges</u>							
Dues and Subscriptions	7,615	153	615	128	1,200	1,072	600
Employee Benefits	4,448	7,751	9,649	9,312	10,800	1,488	9,300
Pension	195,562	88,954	89,615	71,268	74,400	3,132	86,400
Health Insurance	125,828	154,309	143,602	192,848	170,400	(22,448)	177,000
Payroll Taxes	53,047	64,453	65,983	70,913	74,400	3,487	88,200
Licenses and Taxes	5,820	5,950	804	7,929	3,600	(4,329)	4,200
Depreciation	1,241,798	1,323,917	1,440,753	1,475,500	1,396,800	(78,700)	1,476,000
Amortization	14,926	10,961	12,596	12,360	10,800	(1,560)	12,000
Travel and Conferences	34,077	23,045	21,493	37,572	42,000	4,428	42,000
Miscellaneous	431	411	273	635	600	(35)	600
	1,683,552	1,679,904	1,785,383	1,878,465	1,785,000	(93,465)	1,896,300
Total Distribution	\$ 2,980,254	\$ 2,914,760	\$ 2,968,148	\$ 3,326,517	\$ 3,249,600	\$ (76,917)	\$ 3,377,700
Administration							
<u>Personal Services</u>							
Regular Wages	\$ 463,309	\$ 462,936	\$ 501,487	513,126	\$ 579,000	\$ 65,874	\$ 656,400
Overtime Wages	6,451	7,236	6,419	6,984	-	(6,984)	-
Vacation Pay	53,622	48,278	49,205	54,906	-	(54,906)	-
Sick Pay	18,722	15,104	12,224	13,996	-	(13,996)	-
Board Member Salaries	5,400	5,400	5,400	5,400	6,000	600	600
	547,504	538,954	574,735	594,412	585,000	(9,412)	657,000
<u>Purchased Services</u>							
Communications	36,605	37,298	34,856	32,600	37,200	4,600	33,600
Utilities	41,257	38,923	38,257	34,276	40,800	6,524	40,800
Maintenance and Repair - Equipment	10,755	14,129	11,900	11,606	12,600	994	11,700
Maintenance and Repair - Buildings	1,276	4,094	7,147	12,218	7,200	(5,018)	7,200
Maintenance and Repair - Other Improvements	869	266	1,130	169	1,200	1,031	1,200
Cleaning and Waste Removal	1,393	1,752	1,299	798	1,800	1,002	1,500
Printing and Publishing	3,464	2,238	1,027	3,466	1,200	(2,266)	2,400
Consulting Services	162,463	107,922	150,894	99,595	142,200	42,605	106,800
Other Contractual Services	20,565	19,991	22,496	19,004	19,200	196	19,200
	278,647	226,613	269,006	213,733	263,400	49,667	224,400
<u>Supplies and Maintenance</u>							
Small Tools and Supplies	713	476	1,285	2,554	1,200	(1,354)	2,400
Motor Fuels	3,814	3,057	3,175	4,112	3,600	(512)	3,600
Maintenance and Repair - Equipment	2,136	276	1,260	1,890	1,200	(690)	1,800
Maintenance and Repair - Buildings	919	522	1,086	170	1,200	1,030	1,200
Maintenance and Repair - Other Improvements	24,659	32,162	27,475	30,475	28,800	(1,675)	28,800
Other Commodities	1,373	776	428	97	1,200	1,103	1,200
Office Supplies	26,993	17,546	23,437	26,161	21,600	(4,561)	22,800
	60,607	54,815	58,146	65,460	58,800	(6,660)	61,800
<u>Other Charges</u>							
Insurance and Bonds	62,475	54,601	74,886	79,892	78,000	(1,892)	81,600
Dues and Subscriptions	50,714	50,343	62,741	57,682	56,400	(1,282)	57,600
Employee Benefits	9,516	(57)	6,987	4,980	6,000	1,020	6,000
Pension	92,629	105,922	95,256	134,102	225,600	91,498	144,600
Health Insurance	175,414	125,283	126,031	100,420	126,000	25,580	104,400
Payroll Taxes	39,359	38,813	40,057	40,139	44,400	4,261	50,400
Licenses and Taxes	24,930	28,511	30,285	33,961	28,800	(5,161)	31,200
Depreciation	103,872	105,476	108,312	136,800	108,000	(28,800)	135,600
Travel and Conferences	17,175	139	7,495	12,383	9,600	(2,783)	9,600
Miscellaneous	217	20	365	692	600	(92)	600
Bank Charges	37,344	43,983	48,859	63,035	48,000	(15,035)	58,800
Interest Expense - Other	2,286	5,214	6,271	5,539	5,400	(139)	6,000
Interest Expense - Bonds	285,138	257,438	230,677	110,440	112,200	1,760	94,200
Bond Issuance Costs	-	5,708	60,235	1,437	-	(1,437)	-
Cash Transfers to City	596,543	681,227	672,823	696,984	674,400	(22,584)	744,000
Bad Debts	36,094	28,326	31,098	46,800	33,600	(13,200)	36,000
	1,533,706	1,530,947	1,602,378	1,525,286	1,557,000	31,714	1,560,600
Total Administration	2,420,464	2,351,329	2,504,265	2,398,891	2,464,200	65,309	2,503,800
Total Expenses	17,928,220	19,224,426	19,722,097	19,026,148	20,167,800	1,141,652	19,741,500
Change in Net Position	\$ 584,317	\$ (697,087)	\$ 243,902	\$ 2,554,620	\$ 5,400	\$ 2,549,220	\$ 1,185,600

**Brainerd Public Utilities
2019 Operating Budget
Electric Department - Generation**

	Actual			2018		2018 Variance Positive (Negative)	2019 Budget
	2015	2016	2017	Projected Actual	Budget		
Electric Department							
Revenue							
<u>Other Revenues</u>							
Bond Premium	\$ 15,357	\$ 15,357	\$ 15,357	\$ 16,656	\$ 15,000	\$ 1,656	\$ 15,900
Other Non-Operating Revenue	-	2,298	4,351	-	-	-	-
Total Other Revenue	15,357	17,655	19,708	16,656	15,000	1,656	15,900
Expenses							
Substation							
Purchased Power	(1,240,862)	(1,483,450)	(1,495,341)	(1,396,985)	(1,446,000)	(49,015)	(1,380,000)
Generation							
<u>Personal Services</u>							
Regular Wages	266,511	270,562	285,055	317,689	355,200	37,511	412,800
Overtime Wages	34,753	37,365	35,851	36,362		(36,362)	-
Double Overtime Wages	-	-	10,789	10,464		(10,464)	-
Vacation Pay	18,675	16,924	20,960	23,275		(23,275)	-
Sick Pay	2,442	944	1,045	499		(499)	-
	322,381	325,795	353,700	388,290	355,200	(33,090)	412,800
<u>Purchased Services</u>							
Communications	1,484	1,586	1,688	1,742	1,800	58	1,800
Utilities	-	100	435	443	600	157	600
Maintenance and Repair - Equipment	8,829	2,511	1,036	4,790	4,800	10	4,800
Maintenance and Repair - Buildings	387	533	492	614	600	(14)	600
Maintenance and Repair - Other Improvements	379	100	5,359	7	1,200	1,193	600
Cleaning and Waste Removal	496	572	548	467	600	133	600
Consulting Services	3,570	3,274	-	-	6,000	6,000	3,000
Other Contractual Services	736	936	841	810	1,200	390	1,200
	15,881	9,612	10,399	8,874	16,800	7,926	13,200
<u>Supplies and Maintenance</u>							
Small Tools and Supplies	3,249	16,292	5,931	5,473	8,400	2,927	6,000
Motor Fuels	2,204	3,432	141	1,250	2,400	1,150	1,800
Maintenance and Repair - Equipment	145	13,649	6,279	9,359	8,400	(959)	9,000
Maintenance and Repair - Buildings	683	5,515	2,399	547	3,600	3,053	3,000
Other Commodities	2,219	1,447	792	479	3,000	2,521	1,500
Office Supplies	1,839	2,180	2,580	184	2,400	2,216	1,500
	10,339	42,515	18,122	17,292	28,200	10,908	22,800
<u>Other Charges</u>							
Dues and Subscriptions	27	28	29	36	-	(36)	-
Employee Benefits	989	2,016	2,506	2,772	3,000	228	2,400
Pension	63,616	143,389	124,614	26,402	27,600	1,198	31,200
Health Insurance	63,794	73,498	75,827	69,922	81,600	11,678	71,400
Payroll Taxes	23,642	22,399	24,024	25,878	27,600	1,722	31,800
Licenses and Taxes	27,223	22,927	39,584	33,739	34,800	1,061	33,900
Depreciation	174,095	206,068	212,867	214,600	304,800	90,200	217,200
Travel and Conferences	2,123	2,835	91	38	-	(38)	-
Miscellaneous	-	-	22	43	-	(43)	-
	355,509	473,160	479,564	373,431	479,400	105,969	387,900
Total Generation	\$ 704,110	\$ 851,082	\$ 861,785	\$ 787,887	\$ 879,600	\$ 91,713	\$ 836,700

**Brainerd Public Utilities
2019 Operating Budget
Electric Department - Generation**

	2015	2016	2017	2018		2018 Variance Positive (Negative)	2019 Budget
				Projected Actual	Budget		
Electric Department (Continued)							
Administration							
<u>Personal Services</u>							
Regular Wages	\$ 31,282	\$ 31,026	\$ 33,746	33,922	\$ 36,000	\$ 2,078	\$ 40,200
Overtime Wages	9	11	13	-	-	-	-
Vacation Pay	4,114	4,024	3,632	4,055	-	(4,055)	-
Sick Pay	203	223	67	121	-	(121)	-
Board Member Salaries	1,080	1,080	1,080	1,080	1,200	120	-
	<u>36,688</u>	<u>36,364</u>	<u>38,538</u>	<u>39,178</u>	<u>37,200</u>	<u>(1,978)</u>	<u>40,200</u>
<u>Purchased Services</u>							
Maintenance and Repair - Equipment	116	421	102	152	600	448	300
Maintenance and Repair - Buildings	-	237	1,106	-	1,800	1,800	600
Cleaning and Waste Removal	-	-	62	-	-	-	-
Consulting Services	105,070	95,633	32,956	101,165	101,400	235	54,600
Other Contractual Services	450	450	54	-	-	-	-
	<u>105,636</u>	<u>96,741</u>	<u>34,280</u>	<u>101,317</u>	<u>103,800</u>	<u>2,483</u>	<u>55,500</u>
<u>Supplies and Maintenance</u>							
Small Tools and Supplies	-	-	96	-	-	-	-
Maintenance and Repair - Other Improvements	4,782	5,238	3,472	3,894	6,000	2,106	6,000
Office Supplies	226	-	54	59	600	541	300
	<u>5,008</u>	<u>5,238</u>	<u>3,622</u>	<u>3,953</u>	<u>6,600</u>	<u>2,647</u>	<u>6,300</u>
<u>Other Charges</u>							
Insurance and Bonds	59,202	46,223	59,306	63,754	66,000	2,246	64,200
Dues and Subscriptions	16	42	288	53	600	547	300
Employee Benefits	1,471	608	1,007	319	600	281	300
Pension	2,987	18,107	39,109	21,367	42,600	21,233	22,200
Health Insurance	8,423	6,952	7,060	7,126	6,000	(1,126)	6,300
Payroll Taxes	2,797	2,728	2,768	3,006	3,000	(6)	3,000
Licenses and Taxes	2,306	95	-	46	600	554	300
Depreciation	-	822	1,211	5,000	1,200	(3,800)	6,000
Travel and Conferences	967	60	30	-	600	600	-
Bank Charges	6,966	8,699	9,772	12,587	9,600	(2,987)	10,800
Interest Expense - Other	-	567	787	787	1,200	413	900
Interest Expense - Bonds	196,603	186,745	183,745	207,521	210,000	2,479	197,100
Bond Issuance Costs	-	-	42,227	-	-	-	-
	<u>281,738</u>	<u>271,648</u>	<u>347,310</u>	<u>321,565</u>	<u>342,000</u>	<u>20,435</u>	<u>311,400</u>
Total Administration	<u>429,070</u>	<u>409,991</u>	<u>423,750</u>	<u>466,013</u>	<u>489,600</u>	<u>23,587</u>	<u>413,400</u>
Total Expenses	<u>(107,682)</u>	<u>(222,377)</u>	<u>(209,806)</u>	<u>(143,085)</u>	<u>(76,800)</u>	<u>66,285</u>	<u>(129,900)</u>
Change in Net Position	\$ 123,039	\$ 240,032	\$ 229,514	\$ 159,741	\$ 91,800	\$ (64,629)	\$ 145,800

**Brainerd Public Utilities
2019 Operating Budget
Water Department**

				2018		2018 Variance Positive (Negative)	2019 Budget
	2015	Actual 2016	2017	Projected Actual	Budget		
Water Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 1,088,503	\$ 1,108,865	\$ 1,156,153	\$ 1,216,678	\$ 1,203,600	\$ 13,078	\$ 1,251,600
Commercial	944,411	990,549	1,028,646	1,130,358	1,094,400	35,958	1,138,800
City of Brainerd	81,705	89,499	89,718	102,516	99,600	2,916	99,600
BPU	62,447	65,253	60,485	73,732	66,000	7,732	68,400
Total Utility Revenue	2,177,066	2,254,166	2,335,002	2,523,283	2,463,600	59,683	2,558,400
<u>Other Revenues</u>							
Late Payment Penalties	18,850	19,155	20,092	18,847	18,000	847	19,500
Permits and Fees	5,966	7,587	7,450	6,510	7,200	(690)	7,200
Local Option Sales Tax Proceeds - Baxter	-	-	250,536	260,013	225,000	35,013	259,200
Bad Debt Recoveries	10,134	7,193	7,357	6,184	4,800	1,384	6,600
Interest Revenue	2,599	1,621	1,394	33,066	1,200	31,866	18,000
Water Availability Charges	-	-	-	31,292	-	31,292	-
Bond Premium	11,327	25,252	44,748	47,880	36,000	11,880	46,200
Gain (Loss) on Sale Capital Assets	4,231	23,008	8,327	787	-	787	-
Refunds and Reimbursements	(271)	(2,255)	8,599	-	-	-	-
Other Revenue	19,411	13,281	23,377	15,341	15,600	(259)	13,800
Contributed Capital	-	250,000	988,568	-	-	-	-
Total Other Revenue	72,247	344,842	1,360,448	419,920	307,800	112,120	370,500
Total Revenue	2,249,313	2,599,008	3,695,450	2,943,203	2,771,400	171,803	2,928,900
Expenses							
<u>Production</u>							
<u>Personal Services</u>							
Regular Wages	175,112	161,486	183,203	194,035	270,000	75,965	276,900
Overtime Wages	26,941	24,568	22,854	21,745	-	(21,745)	-
Double Overtime Wages	-	-	-	-	-	-	-
Vacation Pay	20,165	11,757	13,546	14,290	-	(14,290)	-
Sick Pay	11,318	7,426	2,226	2,226	-	(2,118)	-
	233,536	205,237	221,829	232,188	270,000	37,812	276,900
<u>Purchased Services</u>							
Communications	2,805	3,164	2,838	2,864	3,000	136	3,000
Utilities	91,856	95,582	105,150	110,363	105,600	(4,763)	112,800
Maintenance and Repair - Equipment	1,252	3,959	1,960	1,348	3,000	1,652	2,400
Maintenance and Repair - Buildings	1,090	784	329	-	1,200	1,200	600
Maintenance and Repair - Other Improvements	-	7	188	-	-	-	-
Cleaning and Waste Removal	1,504	1,809	1,645	1,601	1,800	199	1,800
Testing and Monitoring	80	1,008	529	152	600	448	600
Printing and Publishing	-	-	-	-	-	-	-
Consulting Services	-	-	-	-	3,000	3,000	2,400
	98,587	106,313	112,639	116,328	118,200	1,872	123,600
<u>Supplies and Maintenance</u>							
Small Tools and Supplies	3,908	7,588	5,185	7,417	5,400	(2,017)	5,700
Maintenance and Repair - Equipment	6,283	6,532	7,461	8,302	9,000	698	9,000
Maintenance and Repair - Buildings	1,277	193	1,222	1,546	1,200	(346)	1,500
Maintenance and Repair - Other Improvements	48	-	-	-	-	-	-
Other Commodities	36,047	32,379	32,178	22,800	37,200	14,400	33,600
Office Supplies	1,031	969	226	-	600	600	300
	48,594	47,661	46,272	40,064	53,400	13,336	50,100
<u>Other Charges</u>							
Employee Benefits	755	1,249	1,597	1,644	1,200	(444)	1,500
Pension	375	31,635	21,628	15,851	20,400	4,549	21,000
Health Insurance	43,247	52,174	52,969	57,956	57,600	(356)	62,100
Payroll Taxes	16,243	14,488	15,228	15,085	20,400	5,315	21,300
Licenses and Taxes	545	530	145	168	600	432	300
Depreciation	150,452	161,972	224,151	234,500	184,800	(49,700)	232,800
	211,617	262,048	315,718	325,204	285,000	(40,204)	339,000
Total Production	592,334	621,259	696,458	713,785	726,600	12,815	789,600
Distribution							
<u>Personal Services</u>							
Regular Wages	212,012	295,215	314,428	296,957	294,000	(2,957)	306,000
Overtime Wages	5,294	4,980	5,203	11,113	-	(11,113)	-
Double Overtime Wages	-	1,571	4,985	4,757	-	(4,757)	-
Vacation Pay	36,546	27,810	23,374	24,848	-	(24,848)	-
Sick Pay	39,519	8,651	10,775	11,636	-	(11,636)	-
Less: Wages Capitalized	(46,630)	(72,666)	(11,126)	(47,488)	(18,000)	29,488	(15,000)
	246,741	265,561	347,639	301,824	276,000	(25,824)	291,000
<u>Purchased Services</u>							
Communications	2,108	2,304	2,644	3,659	2,400	(1,259)	2,700
Utilities	62,917	56,383	61,488	67,151	60,000	(7,151)	69,000
Maintenance and Repair - Equipment	17,386	13,603	28,095	15,398	25,200	9,802	19,800
Maintenance and Repair - Buildings	1,591	2,741	1,560	8,947	1,800	(7,147)	3,000
Maintenance and Repair - Other Improvements	19,554	15,487	26,277	27,004	20,400	(6,604)	23,400
Cleaning and Waste Removal	1,324	1,545	1,405	1,933	1,800	(133)	1,800
Testing and Monitoring	15	40	1,032	1,400	600	(800)	900
Printing and Publishing	920	263	175	324	600	276	600
Consulting Services	23,249	34,998	34,800	95,695	99,600	3,905	90,900
Other Contractual Services	2,063	7,652	811	1,171	4,800	3,629	2,400
	\$ 131,127	\$ 135,016	\$ 158,287	\$ 222,683	\$ 217,200	\$ (5,483)	\$ 214,500

**Brainerd Public Utilities
2019 Operating Budget
Water Department**

	Actual			2018		2018	
	2015	2016	2017	Projected Actual	Budget	Variance Positive (Negative)	2019 Budget
Water Department (Continued)							
Distribution (Continued)							
<u>Supplies and Maintenance</u>							
Small Tools and Supplies	\$ 24,516	\$ 28,311	\$ 27,000	39,658	\$ 22,800	\$ (16,858)	\$ 27,000
Motor Fuels	11,760	11,055	13,750	15,214	13,200	(2,014)	14,400
Maintenance and Repair - Equipment	9,563	3,942	11,936	9,457	7,200	(2,257)	8,400
Maintenance and Repair - Buildings	1,237	1,147	233	454	1,200	746	900
Maintenance and Repair - Other Improvements	-	-	-	-	-	-	-
Other Commodities	5,038	2,404	3,696	1,702	4,200	2,498	3,900
Office Supplies	167	990	-	34	600	566	300
	<u>52,281</u>	<u>47,849</u>	<u>56,615</u>	<u>66,517</u>	<u>49,200</u>	<u>(17,317)</u>	<u>54,900</u>
<u>Other Charges</u>							
Dues and Subscriptions	20	-	20	43	-	(43)	-
Employee Benefits	1,936	2,753	2,830	2,596	2,400	(196)	2,400
Pension	(4,365)	38,002	33,895	21,817	20,400	(1,417)	23,400
Health Insurance	43,811	48,229	58,728	61,427	64,800	3,373	73,200
Payroll Taxes	13,636	17,657	22,800	20,428	20,400	(28)	23,400
Licenses and Taxes	7,723	8,319	9,090	9,285	8,400	(885)	9,000
Depreciation	464,188	498,016	553,403	669,600	633,600	(36,000)	685,200
Travel and Conferences	2,319	2,007	7,137	10,384	4,200	(6,184)	5,400
Miscellaneous	-	-	333	293	600	307	600
	<u>529,268</u>	<u>614,983</u>	<u>688,236</u>	<u>795,872</u>	<u>754,800</u>	<u>(41,072)</u>	<u>827,600</u>
Total Distribution	<u>959,417</u>	<u>1,063,409</u>	<u>1,250,777</u>	<u>1,386,896</u>	<u>1,297,200</u>	<u>(89,696)</u>	<u>1,383,000</u>
Administration							
<u>Personal Services</u>							
Regular Wages	188,433	184,222	202,418	205,825	205,200	(625)	232,800
Overtime Wages	2,560	3,002	2,634	3,017	-	(3,017)	-
Vacation Pay	20,488	18,677	19,239	21,202	-	(21,202)	-
Sick Pay	7,209	6,608	(1,475)	5,767	-	(5,767)	-
Board Member Salaries	2,160	2,160	2,160	2,160	2,400	240	2,400
	<u>220,850</u>	<u>214,669</u>	<u>224,976</u>	<u>237,971</u>	<u>207,600</u>	<u>(30,371)</u>	<u>235,200</u>
<u>Purchased Services</u>							
Communications	11,201	11,398	10,840	9,912	12,000	2,088	11,400
Utilities	14,864	13,938	13,488	12,450	15,600	3,150	13,200
Maintenance and Repair - Equipment	3,988	6,401	5,156	4,578	6,000	1,422	5,400
Maintenance and Repair - Buildings	1,276	3,214	3,791	8,892	2,400	(6,492)	3,000
Maintenance and Repair - Other Improvements	452	266	531	169	600	431	600
Cleaning and Waste Removal	810	980	845	622	1,200	578	900
Printing and Publishing	1,319	1,187	266	1,175	1,800	625	1,200
Consulting Services	17,357	21,195	37,316	25,000	22,800	(2,200)	22,800
Other Contractual Services	5,758	5,119	6,348	4,536	5,400	864	6,000
	<u>57,025</u>	<u>63,698</u>	<u>78,581</u>	<u>67,334</u>	<u>67,800</u>	<u>466</u>	<u>64,500</u>
<u>Supplies and Maintenance</u>							
Small Tools and Supplies	734	402	563	1,996	600	(1,396)	900
Maintenance and Repair - Equipment	29	276	898	1,712	600	(1,112)	900
Maintenance and Repair - Buildings	757	563	635	373	600	227	900
Maintenance and Repair - Other Improvements	9,244	11,132	10,345	11,936	10,800	(1,136)	11,100
Other Commodities	200	492	422	-	600	600	300
Office Supplies	9,294	5,636	7,928	8,382	7,200	(1,182)	7,800
	<u>20,258</u>	<u>18,501</u>	<u>20,791</u>	<u>24,400</u>	<u>20,400</u>	<u>(4,000)</u>	<u>21,900</u>
<u>Other Charges</u>							
Insurance and Bonds	62,543	45,741	51,029	54,703	55,200	497	55,200
Dues and Subscriptions	5,278	5,191	7,724	6,413	7,200	787	6,600
Employee Benefits	3,930	103	1,842	1,798	1,800	2	1,800
Pension	(1,612)	62,258	21,930	53,710	55,200	1,490	56,400
Health Insurance	48,929	49,724	49,996	52,325	50,400	(1,925)	53,700
Payroll Taxes	15,728	15,579	16,402	16,202	15,600	(602)	17,400
Licenses and Taxes	1,160	2,351	1,035	1,891	1,800	(91)	1,800
Depreciation	41,128	41,953	43,216	53,900	43,200	(10,700)	54,000
Travel and Conferences	133	350	398	290	600	310	600
Miscellaneous	-	66	-	-	-	-	-
Bank Charges	15,284	18,598	19,544	25,924	19,200	(6,724)	20,400
Interest - Other	676	1,062	965	1,128	1,200	72	1,200
Interest - Bonds	49,237	48,712	84,799	277,543	287,400	9,857	296,400
Bond Issuance Costs	-	60,555	-	41,162	-	(41,162)	-
Bad Debts	3,794	2,773	3,191	3,600	3,600	-	3,600
	<u>246,208</u>	<u>355,016</u>	<u>302,071</u>	<u>590,589</u>	<u>542,400</u>	<u>(48,189)</u>	<u>569,100</u>
Total Administration	<u>544,341</u>	<u>651,884</u>	<u>626,419</u>	<u>920,293</u>	<u>838,200</u>	<u>(82,093)</u>	<u>890,700</u>
Total Expenses	<u>2,096,092</u>	<u>2,336,552</u>	<u>2,573,654</u>	<u>3,020,973</u>	<u>2,862,000</u>	<u>(158,973)</u>	<u>3,063,300</u>
Change in Net Position	\$ 153,221	\$ 262,456	\$ 1,121,796	\$ (77,771)	\$ (90,600)	\$ 12,829	\$ (134,400)

**Brainerd Public Utilities
2019 Operating Budget
Wastewater Department**

	Actual			2018		2018	
	2015	2016	2017	Projected Actual	Budget	Variance Positive (Negative)	2019 Budget
Wastewater Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 1,286,710	\$ 1,309,751	\$ 1,335,751	1,367,592	\$ 1,356,000	\$ 11,592	\$ 1,368,000
Commercial	649,964	714,009	748,871	769,450	808,800	(39,350)	769,200
City of Brainerd	12,826	11,031	9,976	10,529	10,800	(271)	10,800
BPU	389	443	525	587	600	(13)	600
Total Utility Revenue	<u>1,949,889</u>	<u>2,035,234</u>	<u>2,095,123</u>	<u>2,148,157</u>	<u>2,176,200</u>	<u>(28,043)</u>	<u>2,148,600</u>
<u>Other Revenues</u>							
Late Payment Penalties	26,313	27,144	29,546	27,328	26,400	928	28,800
Local Option Sales Tax Proceeds - Brainerd	907,123	977,969	1,004,910	986,909	955,200	31,709	987,000
Local Option Sales Tax Proceeds - Baxter	-	-	60,119	62,403	54,000	8,403	62,400
Bad Debt Recoveries	-	-	1,150	383	-	383	-
Interest Revenue - Investments	98,184	47,935	108,385	(8,609)	48,000	(56,609)	42,000
Gain (Loss) on Sale Capital Assets	-	-	20,681	18,601	-	18,601	-
Refunds and Reimbursements	-	46	303	(3,210)	-	(3,210)	-
Interest Revenue - Notes Receivable	221,339	204,735	195,055	183,823	183,600	223	169,200
Federal Grant Revenue - Build America Bond	141,217	138,370	122,452	120,484	118,800	1,684	110,400
Bond Premium	-	3,245	7,787	8,364	7,800	564	8,400
Other Revenue	15,960	11,816	22,559	10,175	-	10,175	4,800
Reimbursement of Operating Expenses - Baxter	407,248	435,914	520,764	539,047	450,000	89,047	538,800
Contributed Capital	-	60,000	-	-	-	-	-
Total Other Revenue	<u>1,817,384</u>	<u>1,907,174</u>	<u>2,093,711</u>	<u>1,945,697</u>	<u>1,843,800</u>	<u>101,897</u>	<u>1,951,800</u>
Total Revenue	<u>3,767,273</u>	<u>3,942,408</u>	<u>4,188,834</u>	<u>4,093,855</u>	<u>4,020,000</u>	<u>73,855</u>	<u>4,100,400</u>
Expenses							
<u>Treatment</u>							
<u>Personal Services</u>							
Regular Wages	242,001	254,062	258,093	370,010	398,400	28,390	363,300
Overtime Wages	32,567	33,920	35,909	50,298	-	(50,298)	-
Vacation Pay	21,418	20,332	21,980	22,973	-	(22,973)	-
Sick Pay	11,022	8,916	5,355	11,538	-	(11,538)	-
	<u>307,008</u>	<u>317,230</u>	<u>321,337</u>	<u>454,819</u>	<u>398,400</u>	<u>(56,419)</u>	<u>363,300</u>
<u>Purchased Services</u>							
Communications	1,542	1,323	2,290	2,617	1,800	(817)	2,400
Utilities	465,221	484,638	532,016	552,272	519,600	(32,672)	525,600
Maintenance and Repair - Equipment	54,344	24,138	43,000	45,142	34,800	(10,342)	40,500
Maintenance and Repair - Buildings	7,608	4,863	505	2,304	2,400	96	2,400
Maintenance and Repair - Other Improvements	-	1,008	1,908	2,290	2,400	110	2,400
Cleaning and Waste Removal	4,719	5,438	5,292	4,811	4,800	(11)	4,800
Testing and Monitoring	16,181	20,400	21,075	26,800	20,400	(6,400)	24,600
Printing and Publishing	810	-	1,804	527	600	73	600
Consulting Services	124	-	-	2,882	2,400	(482)	2,400
Other Contractual Services	3,440	2,561	3,359	1,836	2,400	564	1,800
	<u>553,989</u>	<u>544,369</u>	<u>611,249</u>	<u>641,480</u>	<u>591,600</u>	<u>(49,880)</u>	<u>607,500</u>
<u>Supplies and Maintenance</u>							
Small Tools and Supplies	4,379	5,973	10,241	13,133	5,400	(7,733)	7,200
Motor Fuels	9,925	9,330	10,901	15,894	12,000	(3,894)	13,200
Maintenance and Repair - Equipment	21,677	23,091	26,965	33,598	20,400	(13,198)	24,000
Maintenance and Repair - Buildings	5,996	3,020	3,871	502	4,200	3,698	1,200
Maintenance and Repair - Other Improvements	-	192	1,030	1,403	-	(1,403)	1,200
Other Commodities	23,124	20,016	29,966	19,666	26,400	6,734	24,600
Office Supplies	4,481	3,072	1,865	3,884	3,600	(284)	3,600
	<u>69,582</u>	<u>64,694</u>	<u>84,839</u>	<u>88,079</u>	<u>72,000</u>	<u>(16,079)</u>	<u>75,000</u>
<u>Other Charges</u>							
Dues and Subscriptions	-	158	209	294	600	306	600
Employee Benefits	2,356	3,034	3,634	3,134	2,400	(734)	2,400
Pension	(33,535)	47,901	72,622	29,476	30,000	524	27,300
Health Insurance	57,409	57,690	52,003	78,006	81,600	3,594	75,600
Payroll Taxes	21,807	22,727	23,083	28,076	30,000	1,924	27,900
Licenses and Taxes	17,671	22,343	16,664	18,811	19,200	389	18,900
Depreciation	1,257,770	1,269,594	1,277,569	1,277,100	1,274,400	(2,700)	1,268,400
Travel and Conferences	4,416	4,560	2,983	8,026	4,200	(3,826)	4,200
Miscellaneous	-	4	12	23	-	(23)	-
	<u>1,327,894</u>	<u>1,428,011</u>	<u>1,448,779</u>	<u>1,442,946</u>	<u>1,442,400</u>	<u>(546)</u>	<u>1,425,300</u>
Total Treatment	<u>2,258,473</u>	<u>2,354,304</u>	<u>2,466,204</u>	<u>2,627,324</u>	<u>2,504,400</u>	<u>(122,924)</u>	<u>2,471,100</u>
Lift Stations							
<u>Personal Services</u>							
Regular Wages	82,933	83,607	82,781	111,862	140,400	28,538	135,000
Overtime Wages	12,077	11,873	11,664	14,022	-	(14,022)	-
Vacation Pay	10,864	6,436	6,970	7,421	-	(7,421)	-
Sick Pay	9,592	3,438	1,508	2,644	-	(2,644)	-
	<u>115,466</u>	<u>105,354</u>	<u>102,923</u>	<u>135,948</u>	<u>140,400</u>	<u>4,452</u>	<u>135,000</u>
<u>Purchased Services</u>							
Communications	2,776	2,954	2,792	3,846	3,000	(846)	3,600
Utilities	82,711	89,907	97,760	105,742	94,800	(10,942)	106,800
Maintenance and Repair - Equipment	5,773	7,043	23,734	6,601	16,800	10,199	6,600
Maintenance and Repair - Buildings	-	323	6,225	155	600	445	600
Maintenance and Repair - Other Improvements	455	-	-	-	-	-	-
Cleaning and Waste Removal	7,307	7,865	8,189	8,113	8,400	287	8,100
Consulting Services	-	-	-	-	2,400	2,400	-
Other Contractual Services	2,693	493	300	-	600	600	-
	<u>\$ 101,715</u>	<u>\$ 108,585</u>	<u>\$ 139,000</u>	<u>\$ 124,457</u>	<u>\$ 126,600</u>	<u>\$ 2,143</u>	<u>\$ 125,700</u>

**Brainerd Public Utilities
2019 Operating Budget
Wastewater Department**

	Actual			2018		2018	
	2015	2016	2017	Projected Actual	Budget	Variance Positive (Negative)	2019 Budget
Wastewater Depart. (Continued)							
Lift Stations (Continued)							
<u>Supplies and Maintenance</u>							
Small Tools and Supplies	\$ 798	\$ 2,955	\$ 2,380	696	\$ 3,000	\$ 2,304	\$ 2,400
Motor Fuels	3,814	3,454	3,086	4,112	4,200	88	4,200
Maintenance and Repair - Equipment	1,599	4,407	15,532	1,330	4,200	2,870	1,800
Maintenance and Repair - Buildings	722	917	-	-	600	600	-
Maintenance and Repair - Other Improvements	2,040	2,040	2,370	-	2,400	2,400	1,200
Other Commodities	-	211	815	-	-	-	600
	<u>8,973</u>	<u>13,984</u>	<u>24,183</u>	<u>6,138</u>	<u>14,400</u>	<u>8,262</u>	<u>10,200</u>
<u>Other Charges</u>							
Employee Benefits	575	794	1,098	936	1,200	264	900
Pension	(21,839)	15,707	23,261	8,934	10,800	1,866	10,200
Health Insurance	21,915	24,151	23,353	29,072	30,000	928	29,700
Payroll Taxes	7,587	7,421	7,147	8,489	10,800	2,311	10,500
Licenses and Taxes	55	94	139	84	-	(84)	-
Depreciation	117,844	115,364	132,818	188,300	172,800	(15,500)	181,200
Miscellaneous	-	-	-	-	-	-	-
	<u>126,137</u>	<u>163,531</u>	<u>187,816</u>	<u>235,815</u>	<u>225,600</u>	<u>(10,215)</u>	<u>232,500</u>
Total Lift Stations	<u>352,291</u>	<u>391,454</u>	<u>453,922</u>	<u>502,358</u>	<u>507,000</u>	<u>4,642</u>	<u>503,400</u>
Administration							
<u>Personal Services</u>							
Regular Wages	176,972	172,957	186,502	188,938	224,400	35,462	250,800
Overtime Wages	2,213	2,548	2,201	2,294	-	(2,294)	-
Vacation Pay	21,817	19,180	19,494	21,370	-	(21,370)	-
Sick Pay	6,531	5,538	10,114	5,129	-	(5,129)	-
Board Member Salaries	2,160	2,160	2,160	2,160	2,400	240	2,400
	<u>209,693</u>	<u>202,383</u>	<u>220,471</u>	<u>219,890</u>	<u>226,800</u>	<u>6,910</u>	<u>253,200</u>
<u>Purchased Services</u>							
Communications	10,884	11,104	10,186	9,684	10,800	1,116	9,900
Utilities	13,322	12,579	12,354	10,841	13,200	2,359	11,400
Maintenance and Repair - Equipment	1,222	1,202	1,197	967	1,200	233	1,200
Maintenance and Repair - Buildings	-	473	2,211	598	3,000	2,402	600
Maintenance and Repair - Other Improvements	500	-	668	-	-	-	-
Printing and Publishing	1,319	746	-	1,292	600	(692)	900
Consulting Services	17,384	21,424	43,104	19,631	25,200	5,569	26,400
Other Contractual Services	4,392	5,382	4,891	4,190	4,800	610	3,600
	<u>49,023</u>	<u>52,910</u>	<u>74,611</u>	<u>47,203</u>	<u>58,800</u>	<u>11,597</u>	<u>54,000</u>
<u>Supplies and Maintenance</u>							
Maintenance and Repair - Equipment	-	-	-	-	-	-	-
Maintenance and Repair - Other Improvements	9,253	9,300	7,295	9,709	8,400	(1,309)	8,700
Other Commodities	-	-	-	-	-	-	-
Office Supplies	6,665	3,771	6,143	4,483	5,400	917	5,100
	<u>15,918</u>	<u>13,071</u>	<u>13,438</u>	<u>14,192</u>	<u>13,800</u>	<u>(392)</u>	<u>13,800</u>
<u>Other Charges</u>							
Insurance and Bonds	63,980	45,462	66,091	72,766	72,000	(766)	72,900
Dues and Subscriptions	8,943	8,856	11,205	9,940	9,600	(340)	9,600
Employee Benefits	3,806	337	1,880	1,656	1,800	144	1,500
Pension	(14,496)	54,327	49,802	52,379	51,600	(779)	57,600
Health Insurance	40,694	48,037	48,251	50,558	48,000	(2,558)	51,600
Payroll Taxes	14,672	14,745	15,086	14,789	16,800	2,011	19,200
Licenses and Taxes	1,621	2,815	1,753	412	2,400	1,988	600
Depreciation	16,594	17,416	18,572	31,800	19,200	(12,600)	30,000
Amortization of Deferred Charges	-	-	-	-	-	-	-
Travel and Conferences	132	90	298	143	600	457	300
Miscellaneous	-	-	-	-	-	-	-
Bank Charges	14,723	17,925	19,544	25,238	17,400	(7,838)	20,400
Interest Expense - Other	676	1,062	966	1,128	1,200	72	1,200
Interest Expense Bonds	664,115	625,526	587,188	592,056	594,000	1,944	548,700
Bond Issuance Costs	-	13,161	-	2,257	-	(2,257)	-
Bad Debts	5,045	3,476	4,062	3,600	4,200	600	4,200
	<u>820,505</u>	<u>853,235</u>	<u>824,698</u>	<u>858,721</u>	<u>838,800</u>	<u>(19,921)</u>	<u>817,800</u>
Total Administration	<u>1,095,139</u>	<u>1,121,599</u>	<u>1,133,218</u>	<u>1,140,007</u>	<u>1,138,200</u>	<u>(1,807)</u>	<u>1,138,800</u>
Total Expenses	<u>3,705,903</u>	<u>3,867,357</u>	<u>4,053,344</u>	<u>4,269,689</u>	<u>4,149,600</u>	<u>(120,089)</u>	<u>4,113,300</u>
Change In Net Position	<u>\$ 61,370</u>	<u>\$ 75,051</u>	<u>\$ 135,490</u>	<u>\$ (175,835)</u>	<u>\$ (129,600)</u>	<u>\$ (46,235)</u>	<u>\$ (12,900)</u>

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

December 3, 2018
City Council Chambers
7:00 P.M.

1. Improvement 17-08 – Request to Authorize Winter Tree Clearing
2. Public Transit Bus Disposals
3. Public Transit Bus Parking at City Hall
4. Public Transit Operating Policy Modifications
5. Public Transit Subscription Fare Increase



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

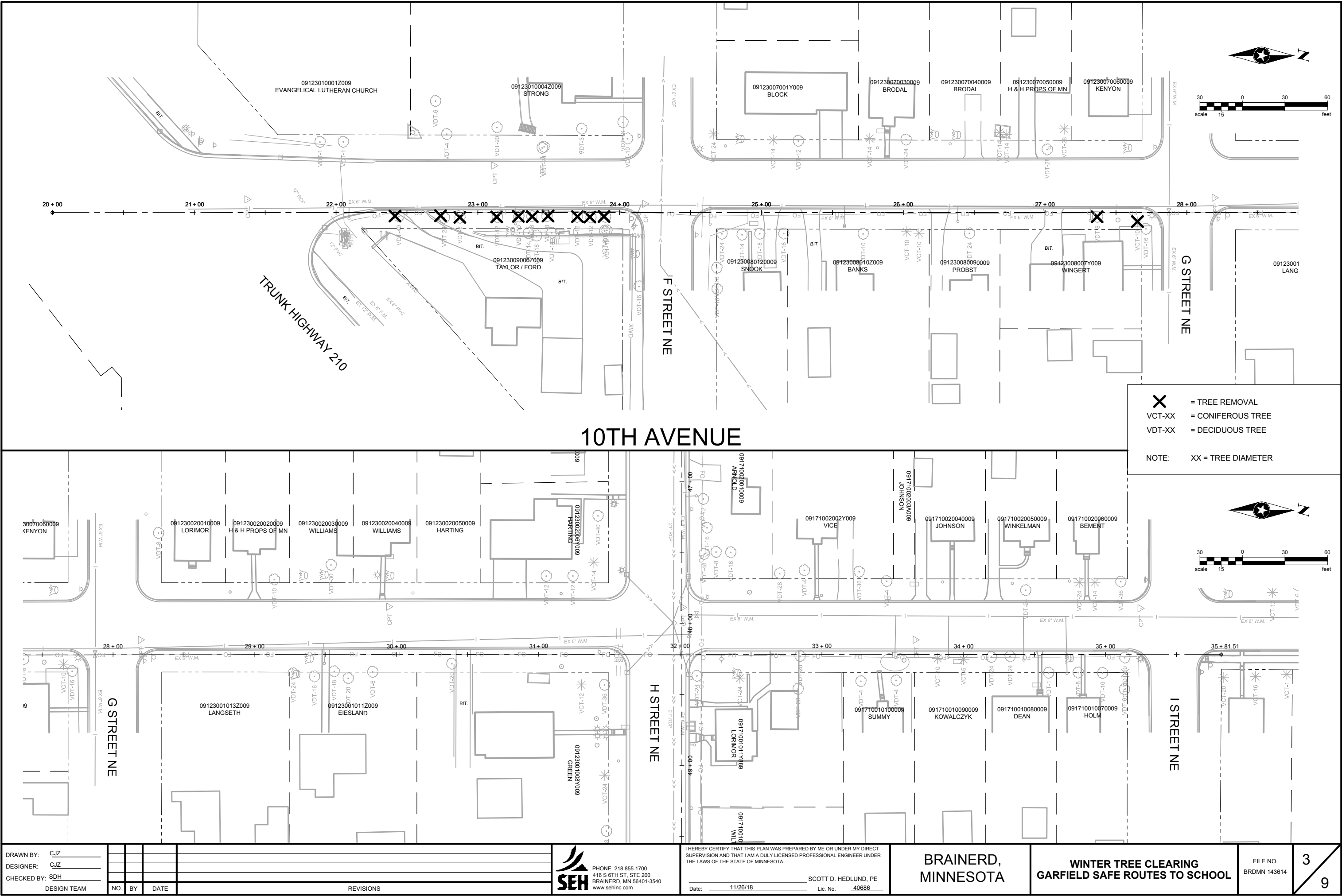
CONSTRUCTION PLANS FOR WINTER TREE CLEARING



THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.



Save: 1/26/2018 10:52 AM czins Plot: 11/26/2018 10:55 AM P:\\EIB\\BRD\\MN1436145-final-csghn51-drawings\\10-Civil\\cad2018\\dwg\\sheet\\REMOVALS\\BR143614RE(Tree Removals).dwg



DRAWN BY: CJZ					
DESIGNER: CJZ					
CHECKED BY: SDH					
DESIGN TEAM	NO.	BY	DATE	REVISIONS	



PHONE: 218.855.1700
416 S 6TH ST, STE 200
BRainerd, MN 56401-3540
www.sehinc.com

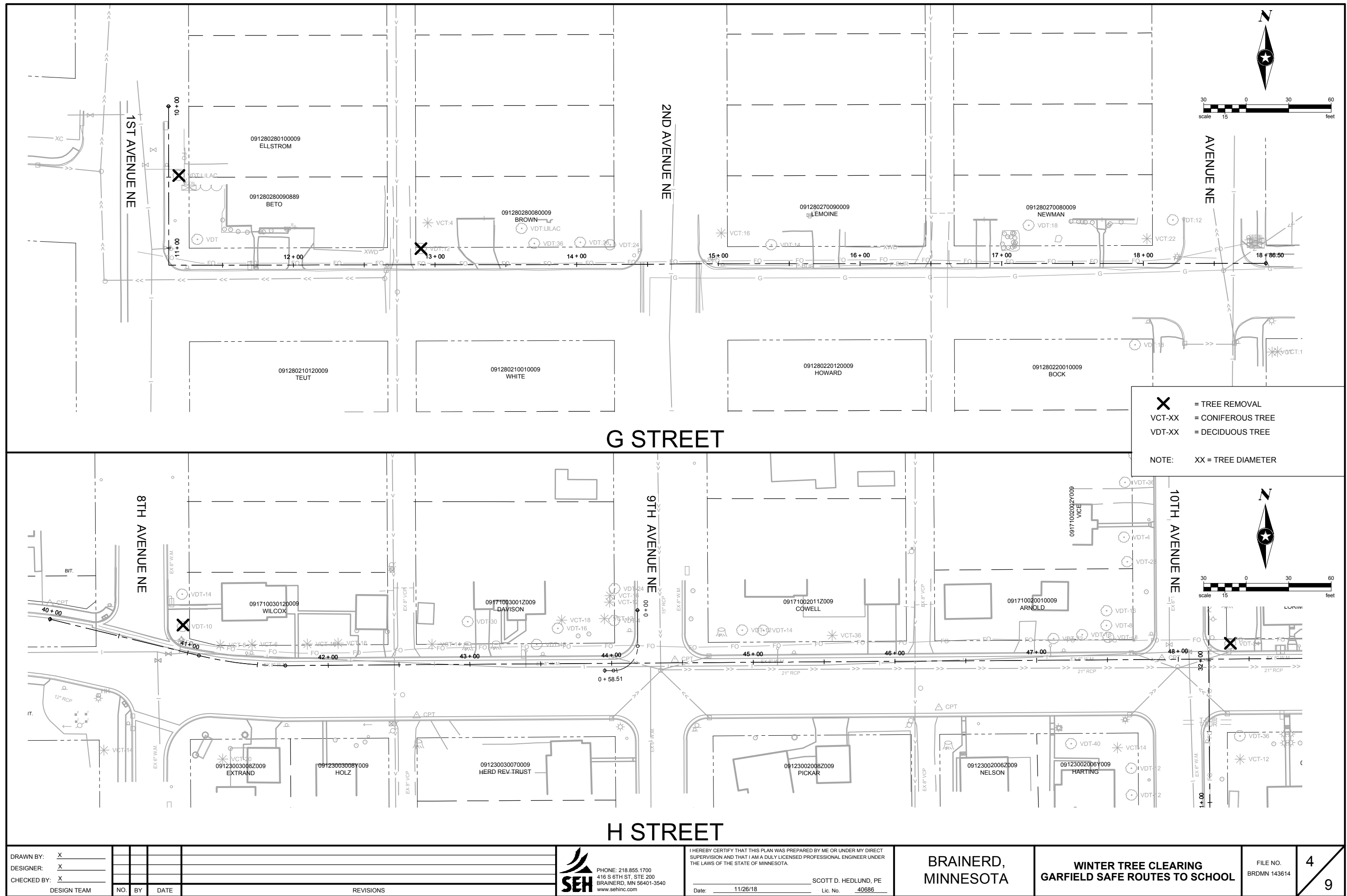
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SCOTT D. HEDLUND, PE
Date: 11/26/18 Lic. No. 40886

**BRAINERD,
MINNESOTA**

**WINTER TREE CLEARING
GARFIELD SAFE ROUTES TO SCHOOL**

FILE NO.
BRDMM 143614



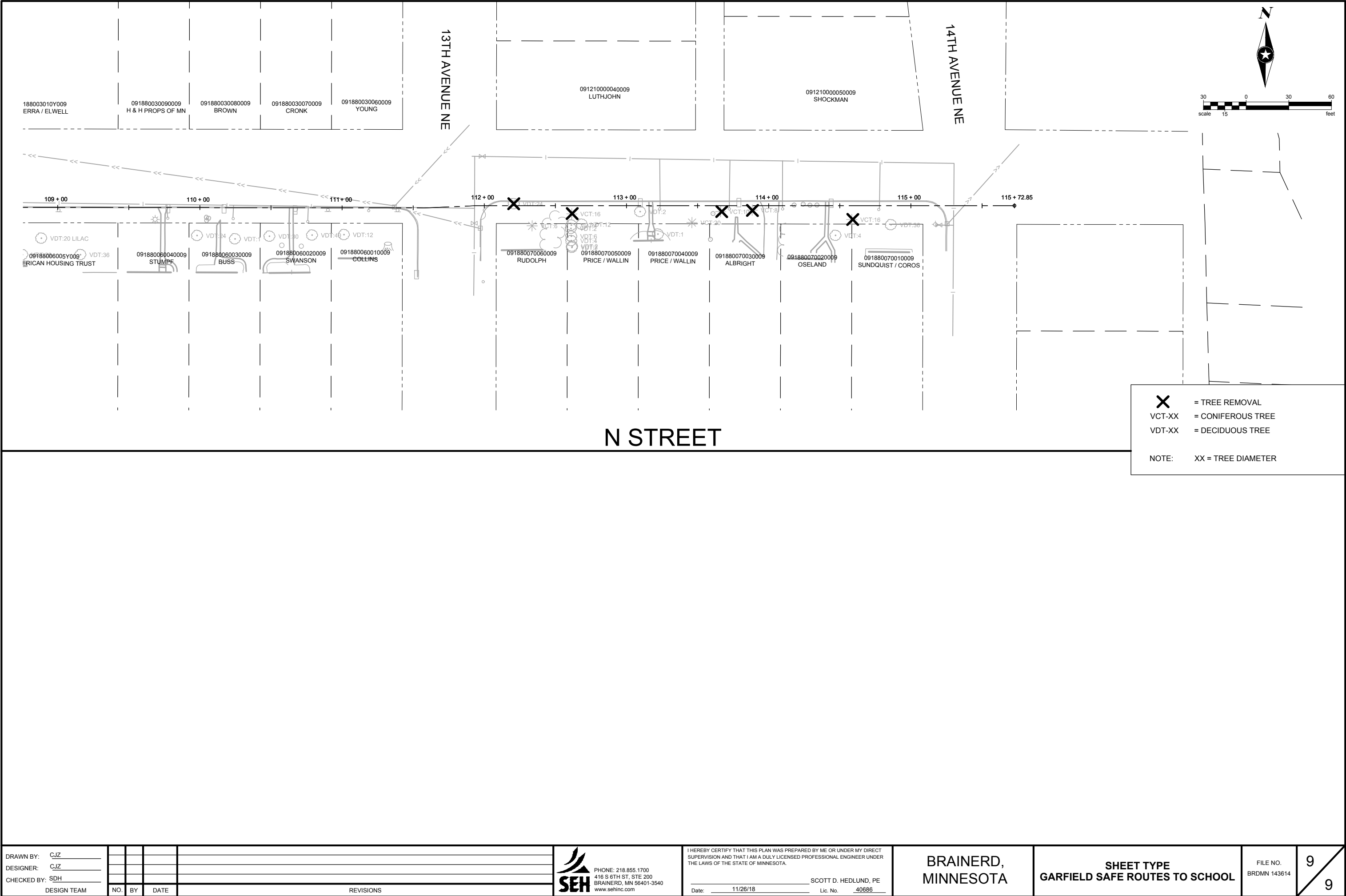
Save: 1/26/2018 10:52 AM c:\cns Plot: 11/26/2018 10:55 AM P:\AEB\BRD\MN1436145-final-dwg\51-drawings\10-Civil\cad2018\dwg\sheet\REMOVALS\BR143614RE(Tree Removals).dwg



Save: 1/26/2018 10:52 AM c:\rns Plot: 11/26/2018 10:55 AM P:\AEB\BRDMN1436145-final-dsgn\51-drawings\10-Civil\cad2018\dwg\sheet\REMOVALS\BR143614RE(Tree Removals).dwg



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CLEAR & GRUB

STREET	STATION	CLEARING
		EACH
9TH AVE	121+25	1
9TH AVE	126+30	1
9TH AVE	126+40	1
9TH AVE	126+65 - 127+35	8
9TH AVE	128+15 - 128+25	2
9TH AVE	128+80	1
9TH AVE	129+15	1
10TH AVE	22+40 - 22+85	3
10TH AVE	23+15 - 23+90	7
10TH AVE	27+35 - 27+65	2
10TH AVE	30+40	1
10TH AVE	32+85	1
10TH AVE	33+75 - 34+00	2
10TH AVE	34+20 - 34+35	2
10TH AVE	35+10	1
G ST NE	10+50	1
G ST NE	12+90	1
H ST NE	40+90	1
H ST NE	48+35	1
J ST NE	61+65 - 61+85	2
J ST NE	64+30 - 64+50	1
J ST NE	72+60 - 73+45	4
L ST NE	81+65	1
L ST NE	84+45 - 84+60	4
N ST NE	96+70	1
N ST NE	97+05	1
N ST NE	104+85	1
N ST NE	112+15	1
N ST NE	112+60	1
N ST NE	113+55 - 113+85	2
N ST NE	114+55	1
		58



Brainerd City Council Agenda Request

Requested Meeting Date:

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Recommended Action/Motion:	
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117

City of Brainerd		Andy Stone
Name of Organization 501 Laurel St, Brainerd MN 56401		Contact Name
Address 218-454-3413		City / State / Zip a.stone@ci.brainerd.mn.us
Phone Number	Fax Number	Email Address
Year of Bus 2009	Chassis Manufacturer Ford E450	Body Manufacturer Goshen
Engine Size 6.0 L Int'l	Gas or Diesel Diesel	Original Engine yes
VIN Number 1FOFE45A29DA72411	Current Mileage 225,646	Capacity 17/2
Lift Make and Model Braun NL9171B2	Condition OKay	Air Conditioning Carrier
Exterior Condition Good		
Interior Condition Poor		

Oil cooler leaks \$2500 minimum

Lifetime Maintenance costs \$73,638

311

City of Brainerd

Andy Stone

Name of Organization

501 Laurel St Brainerd MN 56401

Contact Name

Address

218 454 3413

City / State / Zip

astone@ci.brainerd.mn.us

Phone Number

Fax Number

Email Address

2008

Year of Bus

Ford E450

Chassis Manufacturer

Elkhart

Body Manufacturer

Engine Size

60L Int'l

Gas or Diesel

Diesel

Original
Engine

yes

VIN Number

1FD4E45P18DB51719

Current
Mileage

346,001

Capacity

17/2

Lift Make and Model

Braun NL9191BZ

Condition

OK

Air
Conditioning

Carrier

Exterior Condition

Poor

Interior Condition

Poor

illegal rear tires

Lifetime Maint Costs \$69,934

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

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

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

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

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

Safety and Public Works Committee Report

Disposal of Bus #312 - Approved

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

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

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

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

RESOLUTION NO 06:17

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

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

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

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

313

City of Brainerd

Andy Stone

Name of Organization

501 Laurel St. Brainerd MN

Contact Name

56401

Address

218-454-3413

City / State / Zip

astone@ci.brainerd.mn.us

Phone Number

Fax Number

Email Address

Year of Bus

2009

Chassis Manufacturer

Ford E450

Body Manufacturer

Goshen GC II

Engine Size

6.0L Int'l

Gas or Diesel

Diesel

Original Engine

yes

VIN Number

1F0FE45P390A61806

Current Mileage

258,831

Capacity

17/2

Lift Make and Model

Ricon NL917

Condition

poor

Air

Conditioning

Carrier

Exterior Condition

Rough

Interior Condition

Rough

Does not run (low compression) and NO Keys



Brainerd City Council Agenda Request

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Minnesota Child Maltreatment Screening Guidelines are used by child protection agencies in determining if a report regarding lack of supervision needs to be assessed by a social worker. Minnesota statute 626.556 addresses the issue of failure to provide necessary supervision or child care arrangements. Reports alleging inadequate child care arrangements may be screened in for a child protection response according to the following guidelines:

Children age 7 and under who are left alone for any period of time.

Children ages 8 to 10 who are left alone for more than three hours.

Children ages 11 to 13 who are left alone for more than 12 hours.

Children ages 14 to 15 who are left alone for more than 24 hours.

Children ages 16 to 17 may be left home alone for more than 24 hours with a plan in place concerning how to handle an emergency.

Children under the age of 11 should not provide child care.

Children ages 11 to 13 who are placed in a child care role may not do so for more than 12 hours.

Children ages 14 to 15 who are placed in a child care role may not do so for more than 24 hours.

Modifying factors affecting screening decisions include:

A child's mental ability and maturity level.

The accessibility of the parent, guardian or designated caregiver to child by phone and/or in person.

The presence of intellectual deficits, psychological problems or mental health concerns.

The existence of physical problems or disabilities.

The behavioral history of a child including suicidal thoughts or actions, fire setting, delinquency, vandalism or assault.

The establishment of a well understood escape plan that has been worked out by the parent(s) or a fire drill practice that has been rehearsed with the child and the presence of a working fire or smoke detector in the home.

The presence of unusual hazards in the home.

A child feeling confident and safe when left alone.

Additional information can be accessed by calling Dawn DeVries at (218) 824-1253 regarding available child care in your area and income based child care financial assistance; Kirsten Morton-Aldous at (218) 824-1207 regarding the Minnesota Child Maltreatment Screening Guidelines; or visiting the Crow Wing County website at www.crowwing.us



Minnesota Department of Transportation
Office of Transit
395 John Ireland Boulevard, Mail Stop 430
Saint Paul, MN 55155

Phone: 651-366-4161
Email: mike.schadauer@state.mn.us

TECHNICAL ASSISTANCE BRIEF

Date: January 6, 2012

To: Greater Minnesota Public Transit Operators

From: Mike Schadauer, Office Director

Subject: Transporting School Children on Public Transportation

The purpose of this brief is to provide guidance to Greater Minnesota Public Transit Operators regarding transportation of school children on public transit vehicles. This guidance incorporates both Federal and State rules and regulations.

In general, public transit operators are prohibited from providing any service that excludes members of the general public. In other words, a contract for exclusive service to a specific group of passengers is not allowed. This applies to both charter service and school transportation. Transit operators may not provide exclusive transportation service to school-related activities or field trips. Public transit operators are prohibited from direct competition with private operators.

When transporting students to and from schools, observe the following:

- The service must be regularly scheduled and part of your service plan as recorded in your management plan.
- The service must be open to all members of the public.
- Service may be provided on a fixed route, deviated route or demand response basis, depending on how the transit system has defined its services.
- Fare collection can take place in any mutually agreed manner between the school, student or student's family and the public transit operator.

There are some additional points to be aware of:

- "Tripper Service" is where children ride regularly scheduled, fixed route public transportation service that is open to the general public. Students wait to be picked up and dropped off at regular bus stops. The rural equivalent for demand response system operators allows the pickup and drop off to occur wherever service is authorized. In other words, the bus stop may be a whole town or a named location within a town. However, public transit operators cannot venture onto school property to drop off students unless any member of the public would have the same privilege. Operators are advised to use the parent drop off lane or a side street.
- Even if a school approaches the transit system to provide service because the local school bus operator "costs too much," the public transit operator may not provide exclusive service with any rolling stock or other equipment funded with FTA funds.
- Public transit operators should be especially attentive when entering into any service agreements with schools. Written documentation of the agreement is advised. If the agreement is worth more than \$10,000, the agreement must be written and must be approved by MnDOT before execution by the transit operator.

An Equal Opportunity Employer



- The local school bus operator may not subcontract with the public transit system to provide exclusive service for students with disabilities. However charter exceptions¹ do apply. The student who has a disability requiring an accessible transit vehicle may ride on the public transit bus as long as the service is open to the public.

If public transit is the only service available to transport students to and from school, make sure that the school district has done its due diligence in ascertaining that there is no alternative. The school should document any notices in the local newspapers, public hearings and notification of all private operators in the area.

Keep in mind that the transit system manager's obligation is to provide the best possible service to the most members of the general public. When contemplating school service, make an extra effort to ensure the public is aware that it is a public route.

School transportation issues and charter service are often interrelated. Continue to be aware of Federal Charter Regulations and review them regularly to assure yourself that your operations are within FTA program compliance.

Direct questions regarding school service to your MnDOT District Project Manager or to:

Sarah Brodt Lenz, Greater Minnesota Public Transit Coordinator
Sb.lenz@state.mn.us, 651-366-4177

To reach the FTA Charter Registration website go to:

<http://www.fta.dot.gov>

↳ Legislation & Law

↳ Rulemaking

↳ Charter Bus Service

At the Charter Registration Website

↳ I accept these terms

Search the database for charter operators in your area who you must notify at least 48 hours in advance if you are asked to do an exclusive trip.

Resources available to you in your decision-making process regarding school transportation are:

Federal

[49 CFR Part 605 School Bus Operations](#)

Q & A Brochure: [Public Transportation and School Buses](#)

State

Department of Transportation

Department of Public Safety

Department of Education

Minnesota Statutes [§174.21-174.25](#)

Minnesota Statutes [§169.011 Subd. 71](#)

Minnesota Statutes [§123B.84](#), [123B.88 Subd. 1](#)
[§123B.92 Subd. 1 \(2\)\(1\)\(i\)](#)

¹ The Charter Bus Rule provides the following exceptions to the prohibition against exclusivity:

- Transporting government officials
- Qualified Human Services Organizations serving groups of people who are elderly, disabled or low income
- When no registered charter provider responds to a notice sent by a recipient

An Equal Opportunity Employer





Brainerd City Council Agenda Request

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

December 3, 2018
City Hall Conference Room
7:00 PM

1. Approval of Bills
2. Northtown Property
3. Broadcasting and Live Streaming Council Meetings
4. City Hall Annex Vacancy Notice
5. Agreement with the cities of Baxter and Nisswa for Joint Prosecution Services
6. Renewal of City Prosecution Agreement with Mallie Law Office



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3 Dehns LLC
17821 State Hwy 371
Brainerd, MN 56401

November 21, 2018

Tony Sailer
Director Brainerd Parks and Recreation
Joe Langel
Brainerd City Attorney
1619 NE Washington Street
Brainerd, MN 56401

Dear Tony and Joe:

Please accept this letter which serves as notice and confirmation that we are willing to donate the two parcels described below to the City of Brainerd for the purpose of a park/playground to be built in 2019. These parcels are the following:

- PID# 092720070070009, 9140 Viking St.
- PID# 092720070060009, 9141 Wolves St.

These two lots are to be combined with the already city controlled PID# 0927200090B0009, Outlot B for the purpose of creating a combined City of Brainerd park/playground which includes equipment, establishment of turf, trees, general landscaping with on-going City maintenance and care. It is understood that the park will be named "The Meadow Park". The parcels will be conveyed to the City but only if the improvement costs are approved as part of the 2019 city budget and the improvements are constructed/installed in 2019. If this is not approved for 2019, my offer is withdrawn.

As we continue to build out The Meadows and Spruce Reserve neighborhoods (formerly simply referred to as Northtown) as Thomas Allen Homes, LLC, we also look forward working with the City of Brainerd in this matter.

Sincerely,



Tom Dehn, President
3 Dehns LLC



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MEMO

Date: December 3, 2018
To: Brainerd City Council
From: Shawn Strong, IT/GIS Coordinator
Re: Broadcasting & Live Streaming Council Meetings

In order to increase access to local government for constituents the City might consider the increasing interest in streaming various city meetings to the internet. Currently meetings are broadcast live to the local public access cable channel through the efforts and equipment provided by Lakes Media Collaboration. These meetings are then only available in real time to local cable subscribers (Charter and CTC). A streaming option could greatly increase viewing options for most residents (90+%), provide viewership metrics, and meetings would become available online for replay.

Lakes Media currently provides the labor to broadcast meetings and could continue to do so, they are funded through Brainerd and Baxter with cable franchise fees for the purpose of providing public access channels. The City currently provides half of their cable franchise fees from Charter and CTC to Lakes Media which is about \$66,000/year. City staff would also be trained to use the equipment for redundancy proposes and because the equipment could be used to record other trainings, presentations, etc.

Nearly all of the equipment used to produce the cable TV broadcast is long past its useful life and none of it is digital which is needed to stream. Options exist for the City to remove the old equipment and replace with a city-owned system that can stream live, store online, and provide a video signal to the cable TV broadcast. Any new system would be much smaller than existing and would likely be housed and operated from within the chambers, clearing out the clutter from the 3rd floor conference room.

Some points that may need additional consideration include pros and cons of live streaming, the added cost of simultaneous meetings, compatibility of any new equipment if the meeting rooms are remodeled or moved – either temporarily or permanently.

Suggested hardware to provide meetings online:

Livestream has a few appliance-like products that could replace existing hardware and add streaming.

- LiveStream Studio HD31 (\$3,999 per room) or HD51 (\$6,999) stream one and record other.
- Cameras approach \$1500 each with mount, adapters, etc (5 total -- 3 chambers, 1-2 conf room)
- Subscription cost of \$75/mo for streaming service and storage.
- Dedicated internet connection for streaming – 25Mb @ \$18.75/mo

Upfront costs: Up to \$20,000 (\$16k for hardware, \$4k additional wiring, specialized labor, setup)

Ongoing costs: ~\$100/mo for subscription and connection

Hardware life expectancy: around 5 years (basically a custom computer), cameras should last longer



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p 218.829.5278
c 218.821.3271

Holly Holm, Executive Director
213 S. 5th Street, Brainerd, MN 56401
holly@brainerdcommunityaction.org



November 20, 2018

City of Brainerd – Cassandra Torstenson
501 Laurel Street
Brainerd, MN 56401

Re: Notice of Intent to Vacate

Dear Mrs. Torstenson

This letter announces a written notice that Brainerd Community Action would like to be completely vacated out of the annex building by January 1, 2019, amending our current agreement.

After reviewing our budget, the Board of Directors has decided that moving to a different location exudes fiscal responsibility, along with obtaining a space that is more suitable for our needs at this time. The lower level of Bremer Bank in Brainerd has recently been dedicated to providing office space to nonprofits. With this convenient location, it is more than appropriate for us to neighbor with these nonprofits as we continue to grow our partnerships with them.

I would appreciate an opportunity to discuss the terms of the cleaning services with you. Please contact me at your earliest convenience.

Sincerely,

A handwritten signature in blue ink that reads "Holly Holm".

Holly Holm



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Joint Prosecution Services Agreement

This Agreement is entered into by and between the Cities of Brainerd, Baxter and Nisswa, each a Minnesota municipal corporation, as of the effective date set forth below.

Recitals

- A. The Cities of Brainerd, Baxter and Nisswa have jointly contracted to share prosecution services for various offenses since 1991 and wish to continue doing so.
- B. Historically, these prosecution services were provided by legal counsel appointed by, and under contract with, the City of Brainerd, and Brainerd is willing to continue that arrangement subject to the terms of this Agreement.

Agreement

- 1. Purpose. The purpose of this Agreement is to create a mechanism for providing cost-effective prosecution services for Brainerd, Baxter and Nisswa. All former agreements concerning such services between the three cities are hereby terminated.
- 2. Shared Services.
 - a. Brainerd shall contract with a licensed attorney to provide prosecution services for the three cities. The services are for prosecution of petty misdemeanors, misdemeanors, DAC-IPS (Driving After Cancellation – Inimical to Public Safety) actions, theft cases between \$500 and \$1,000, theft cases designated as gross misdemeanors involving receipt of stolen property, check forgery, financial transaction card fraud, school bus stop arm violations, no insurance charges, and gross misdemeanors for DUI offenses, that occur within the jurisdictional limits of the three cities.
 - b. Prosecution counsel shall be chosen by agreement of the three cities. In the event the three cities cannot agree on the attorney to serve as prosecution counsel, the final decision shall be made by Brainerd. The terms of the prosecutor's contract shall be consistent with this Agreement. Any additional terms shall be determined by agreement of the three cities and attached as an addendum to this Agreement. In the event the three cities cannot agree on the terms of the prosecution contract, Brainerd shall make the final decision.
 - c. Brainerd shall arrange for the prosecutor to report to Brainerd the information necessary to calculate the cost split between Brainerd, Baxter and Nisswa.

3. Term.

- a. This Agreement shall commence on January 1, 2019, and continue through December 31, 2022, unless otherwise terminated as provided herein.
- b. This Agreement shall terminate in the event the prosecution contract between Brainerd and prosecution counsel is terminated prior to December 31, 2022, and (i) the three cities are unable to secure an acceptable substitute prosecution contract acceptable; or (ii) the replacement prosecutor declines to provide prosecution services to all three parties to this Agreement. In the event of early termination, the parties shall divide the cost of prosecution services rendered, as provided in Section 4 below, except that the prosecutor's report shall be provided within 60 days of termination and Baxter's and Nisswa's payments of their respective shares shall be made to Brainerd within 30 days thereafter.

4. Cost Share.

- a. The total cost of the Prosecution Services Agreement between Brainerd and prosecution counsel shall be divided between Brainerd, Baxter and Nisswa based on each party's respective share of the prosecutor's case load, based on the previous year's statistics.
 - i. Total cost is defined as the total amount paid by Brainerd to prosecution counsel for prosecution services rendered under the Prosecution Services Agreement for a given calendar year, and includes fees and all allowed out-of-pocket costs.
 - ii. The case load for each party is determined by the number of individual prosecution cases handled by the prosecutor for each respective party.
- b. By the end of November of each year, Brainerd shall provide Baxter and Nisswa with the prosecution statistics report for the previous period of July 1 through June 30. The report shall set forth the individual cases handled by the prosecutor for each party and each party's respective share of the total number of cases.
- c. By February 1st, Brainerd shall provide Baxter and Nisswa with the total cost of the prior year's prosecution services. Based on the total cost as divided by each party's respective case load as set forth in the prosecution statistics report received in the previous November, Baxter and Nisswa shall forward one quarter of their respective annual cost to Brainerd by the end of each calendar quarter, beginning with the first quarter of the year.

5. Dispute Resolution. In the event a party disputes the prosecutor's report or the division of cost, the parties shall meet and confer, with the prosecutor, and attempt to resolve the issues informally. This informal conference is required prior to taking any further action under this Agreement. In the event the issues are not resolved, the parties shall attempt to mediate with a third-party mediator, unless all parties waive mediation in writing. The cost of mediation shall be split evenly between the parties. In the event mediation is unsuccessful, any party may resort to any legal remedy allowed by law.
6. Disbursement of Funds. Any excess funds paid to Brainerd shall be returned to the party submitting the funds, subject to that party's financial obligations under this Agreement.
7. Liability.
 - a. Hold Harmless. Each Party shall be liable for its own acts to the extent provided by law and hereby agrees to defend, indemnify and hold harmless other Party, and its officers, employees and agents, against any and all liability, loss, costs, damages, expenses, claims or actions, including reasonable attorneys' fees, which the other Party may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the indemnifying Party, and its officers, employees or agents, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement. Nothing in this Agreement shall require a Party to defend, indemnify or hold harmless the other Party for the other Party's own acts or omissions.
 - b. Liability Limits. It is understood and agreed that the Parties' liability shall be limited by the provisions of Minnesota Statutes, chapter 466, and/or other applicable law. The hold harmless provision of this Agreement does not constitute a waiver by any Party of any limitations on liability provided under Minnesota Statutes, section 466.04, as amended. To the fullest extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subdivision 1a(a) as amended. Each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party. Each Party agrees to promptly notify the other Party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, involving or reasonably likely to involve the other Party, and arising out of acts or omissions related to this Agreement.

City of Brainerd

Edwin L. Menk, Mayor

Dated: _____

Cassandra Torstenson,
City Administrator

City of Baxter

Darrel Olson, Mayor

Dated: _____

Bradley Chapulis,
City Administrator

City of Nisswa

Fred Heidmann, Mayor

Dated: _____

Jenny Max, City Administrator

306028



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

PROSECUTION AGREEMENT

This Prosecution Agreement is entered into by and between the City of Brainerd, a Minnesota municipal corporation, and Mallie Law Office, P.A., a Minnesota professional corporation ("Prosecutor").

WHEREAS, the City of Brainerd is desirous of having the Prosecutor provide prosecution services for Brainerd for petty misdemeanor, misdemeanor and applicable gross misdemeanor offenses arising out of its jurisdiction, as more fully set forth below; and

WHEREAS, as part of this Agreement, Prosecutor will also provide those same prosecution services for the Cities of Baxter and Nisswa, in accordance with a joint powers agreement between the three cities; and

WHEREAS, the Prosecutor is willing to provide such prosecution services.

NOW, THEREFORE, pursuant to the mutual agreement between the City of Brainerd and Mallie Law Office P.A., both parties agree as follows:

I

TERM OF AGREEMENT

That said Agreement shall be effective commencing on January 1, 2019 and shall continue through December 31, 2021.

II

COMPENSATION AND FEES

The Prosecutor agrees to provide prosecution services pursuant to the following arrangement:

Fee:	\$15,578.36 per month + percentage increases agreed to in Section III.
Hourly Rate:	\$125 per hour for services provided outside of the services contemplated herein. Approval of services where the hourly fee is proposed to be charged requires prior approval by the City Administrator of the City for whom services are rendered.
Postage:	City to provide reimbursement for reasonable and necessary postage for mailings associated with cases involving criminal prosecution.
Westlaw:	City to provide basic Westlaw services for legal research necessary for prosecution.
Docutech:	City to provide reimbursement for costs associated with Docutech Software use involving criminal prosecution.

III

COMPENSATION ADJUSTMENTS

Future pay increases to the Prosecutor shall be based on the Consumer Price Index (CPI), Midwest region, and shall fall within a range of 1-3%, with 1% being the minimum increase and 3% being the maximum increase in a given year. The CPI shall be determined from July 1 – June 30 of the preceding year, with the increase being effective on January 1st of the following year.

IV Annual Reporting

The Prosecutor will provide the City of Brainerd an annual Case Load Summary on or before November 15th for the previous period of July 1 through June 30, the contents of which will be determined by the City of Brainerd in consultation with Baxter and Nisswa.

V PROSECUTION SERVICES

The services to be provided by the Prosecutor are for prosecution of petty misdemeanors, misdemeanors, DAC-IPS (Driving After Cancellation – Inimical to Public Safety) actions, theft cases between \$500 and \$1,000, theft cases designated as gross misdemeanors involving receipt of stolen property, check forgery, financial transaction card fraud, school bus stop arm violations, no insurance charges, and gross misdemeanors for DUI offenses, that occur within the jurisdictional limits of Brainerd, Baxter and Nisswa.

VI INSURANCE

The Prosecutor shall obtain, at its own expense, malpractice insurance with a minimum of \$1,000,000 in coverage, and shall provide proof of coverage to Brainerd upon request. The Prosecutor shall also provide its own auto insurance, worker's compensation insurance, and any other coverage it deems necessary. Mallie Law Office, P.A., acknowledges that, as an independent contractor, neither it nor its employees are covered by any insurance obtained by Brainerd, Baxter or Nisswa.

VII RENEWAL CLAUSE

This Agreement may be renewed every three years. Said renewal is contingent upon both the Prosecutor and the City of Brainerd issuing a written notice of intent to renew to the other party at least six months before the expiration of the then current term.

VIII TERMINATION

The Agreement may be terminated by either party prior to the end of a term without cause by providing the other party with a written notice 6 months in advance of the termination date.

Approved:

CITY OF BRAINERD

EDWIN L. MENK
Mayor

CASSANDRA TORSTENSON
City Administrator

MALLIE LAW OFFICE P.A.
Matthew R. Mallie, Attorney at Law



City of Brainerd
Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for Rental Housing Ordinance Committee Date: 10-26-18

This application is public data pursuant to M.S. 13.43

PLEASE NOTE: Completion and submission of this form grants the City authority to conduct a background check including a complete criminal history and driver's license check.

* Name: Last Prozinski First John M.I. P

PLEASE NOTE: To serve on a City Committee or Board, you must either live in or own property within the City Limits of Brainerd.

Why do you want to be on the Commission/Committee/Board you are applying for?

St. Francis School has been an active participant in the Rental Housing Ordinance.

What skills, strengths, or abilities do you believe you will add to the organization?

Past National President JCI
Have participated in the discussion for multiple years.

* Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule? ☒

* After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed: ☒

Please list any additional comments:

- St. Francis is considered either a renter with a number of properties within Brainerd.
- Consideration for At. Large is also considered.

Signature) [Signature]

(Date) 10-25-18

* Required Information

Submit completed application forms via one of the following options:

email: chillman@ci.brainerd.mn.us

fax: 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401

RECEIVED

OCT 26 2018

CITY OF BRAINERD
ADMINISTRATION



City of Brainerd Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for 425 REVIEW Date: 10/16/18

This application is public data pursuant to M.S. 13.43

PLEASE NOTE: Completion and submission of this form grants the City authority to conduct a background check including a complete criminal history and driver's license check.

*Name: Last FARO First RICHARD M.I. A

PLEASE NOTE: To serve on a City Committee or Board, you must either live in or own property within the City Limits of Brainerd.

Why do you want to be on the Commission/Committee/Board you are applying for?

BECAUSE I HAVE BEEN WORKING ON THIS
ARCH IF CITY CODE FOR ALMOST 25 YEARS

What skills, strengths, or abilities do you believe you will add to the organization?

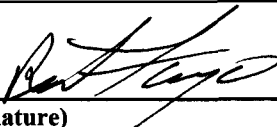
WORK WITH THIS CODE EVERY DAY

*Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule? YES

*After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed:

YES - ALL LANDLORDS & TENANTS HAVE CONFLICTS

Please list any additional comments:

 10/16/18
(Signature) (Date)

*Required Information

Submit completed application forms via one of the following options:

email: chillman@ci.brainerd.mn.us **fax:** 218-828-2316
Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401



City of Brainerd Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for Rental Maint/Conduct on Premise Date: 11/26/2018

This application is public data pursuant to M.S. 13.43

PLEASE NOTE: Completion and submission of this form grants the City authority to conduct a background check including a complete criminal history and driver's license check.

*Name: Last Fortune First Shannon M.I. C

PLEASE NOTE: To serve on a City Committee or Board, you must either live in or own property within the City Limits of Brainerd.

Why do you want to be on the Commission/Committee/Board you are applying for?

I have an interest in the project to review and update rental housing standards. I have worked with

families and individuals dealing with housing barriers for the majority of my career and understand the

importance of quality affordable housing in helping residents thrive in their community.

What skills, strengths, or abilities do you believe you will add to the organization?

In addition to my previous work history dealing with housing barriers, I currently work with residents in Public

Housing and feel that I am well positioned to carry information and feedback from tenants to the planning group.

I believe my strong communication and critical thinking skills could be helpful to the project.

*Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule? I did not see a schedule for this Committee, but as my schedule is quite flexible, I have no concerns.

*After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed:

Please list any additional comments:

No additional comments.

(Signature) [Signature] (Date) 11/26/2018

*Required Information

Submit completed application forms via one of the following options:

email: sbestul@ci.brainerd.mn.us

fax: 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401



City of Brainerd Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for Rental Housing Ordinance Date: 11/21/18

This application is public data pursuant to M.S. 13.43

PLEASE NOTE: Completion and submission of this form grants the City authority to conduct a background check including a complete criminal history and driver's license check.

* Name: Last Bertram First Nathan M.I. D

PLEASE NOTE: To serve on a City Committee or Board, you must either live in or own property within the City Limits of Brainerd.

Why do you want to be on the Commission/Committee/Board you are applying for?

I have experience working with those with Mental Health or Substance Abuse Disorders as well as those with criminal backgrounds.

I believe that I could bring my knowledge/insight as well as past experience as a renter to help make positive decisions for residents of Brainerd.

I also currently Chair the LSS Hope Housing Committee and have been active in the region to bring supportive housing to the region.

What skills, strengths, or abilities do you believe you will add to the organization?

I am organized and a good listener. I have been trained in Six Sigma, and Results Based Accountability. I work well in a team and believe that all view points matter and work to come to the common consensus in my work and teams.

* Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule? Dates have not been scheduled yet, but I should be able to move my schedule around.

* After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed:

Please list any additional comments:

[Signature] 11/20/2018
(Signature) (Date)

* Required Information

Submit completed application forms via one of the following options:

email: sbestul@ci.brainerd.mn.us

fax: 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401



City of Brainerd Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for PROPERTY GROUP Date: 10-27-18

This application is public data pursuant to M.S. 13.43

PLEASE NOTE: Completion and submission of this form grants the City authority to conduct a background check including a complete criminal history and driver's license check.

* Name: Last Cullinane First John M.I. D

PLEASE NOTE: To serve on a City Committee or Board, you must either live in or own property within the City Limits of Brainerd.

Why do you want to be on the Commission/Committee/Board you are applying for?

I am now going to be heading up the Property Owners group. Contribution from our Organization should be considered in this Committee's input.

What skills, strengths, or abilities do you believe you will add to the organization?

Add to the Committee?.....20yrs of experience in the Rental marketplace. 30yr resident of Brainerd, living in the City all of this time.

Self-employed. I can relate to both sides of the discussion surrounding "conduct on premise." I can see the bigger picture in need of being worked on here.

* Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule? I do not think I see any listed here.....?

* After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed:

Please list any additional comments:

Meeting times in early evening would work best for me. 6-30-8:00pm I have employees to tend to during the days.

Possibly 1-2pm if during the days. Stick to a set time limit & keep the meeting to it. I run a diciplined planer during my day of work

Thank you.

(Signature)

(Date)

* Required Information

Submit completed application forms via one of the following options:

email: chillman@ci.brainerd.mn.us

fax: 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401