

CITY COUNCIL AGENDA

Brainerd, Minnesota

January 7, 2019

7:30 P.M.

Brainerd City Hall

Council Chambers

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

2. **Pledge Of Allegiance**

3. **Administer Oath Of Office**

Edwin L. Menk - Mayor

Kelly Bevans - Alderman, Ward 2

Gabe Johnson - Alderman, Ward 4

Sue Hilgart - Alderman, At Large

4. **Roll Call**

___ K. Bevans ___ D. Badeaux ___ G. Johnson ___ S. Hilgart

___ J. Lambert ___ K. Stunek ___ D. Pritschet ___ Mayor Menk

5. **Presentations**

A. **Annual Report From The Center**

Documents:

[Annual Report from The Center.pdf](#)

B. **Annual Report From Northland Arboretum**

Documents:

[Arboretum Annual Report.pdf](#)

6. **Election Of President And Vice President Of The Council For 2019-2020**

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

8. **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 December 17, 2018

Documents:

20181217_CC draft.pdf

B. Approval Of Licenses

Contractor Licenses - 2 New - 49 - Renewals

Documents:

2019-01-07 License RPT.pdf

C. Department Activity Reports

1. Mayor's Report
2. Fire Chief
3. Parks Director

Documents:

Mayors Report.pdf

Fire Chief Report.pdf

Parks Director Report.pdf

D. Appointment Of City Officials Pursuant To City Charter - 2019/2020 Term

1. City Engineering - Paul Sandy, P.E.
2. City Attorney - Joseph J. Langel

Documents:

Appointment of City Officials Pursuant to City Charter.pdf

E. Designation Of Brainerd Dispatch As Official Newspaper For Calendar Year 2019 Pursuant To City Charter; And To Authorize Signature On Contract With Dispatch

Documents:

Dispatch.pdf

F. Designation Of Financial Institutions As Depositories For 2019 Pursuant To City Charter

Documents:

Financial Institutions.pdf

G. Resolution Approving Signature Authorization For 2019 Capital Projects For The Brainerd Lakes Regional Airport

Documents:

Res - Authorize of Airport Commissioners.pdf

H. Approval Of Bills (2018 Year End & January 7, 2019) And Transfers Of Funds

General Fund to Airport Fund per Budget	\$ 155,500
General Fund to Mayor Contingency Fund per Budget	\$ 2,500
General Fund to IT Capital Fund per Budget	\$ 20,000
Public Safety Fund to Fire Capital Fund per Budget	\$ 57,000
Public Safety Fund to Debt Service Fund per Budget	\$ 75,967

- I. (Added Item)Minnesota Lawful Gambling Application For Exempt Permit - Submitted By Brainerd Lakes Chapter Of Muskies, Inc., 9143 Lone Pine Rd, Brainerd For An Event To Be Held On February 16, 2019 At The Brainerd National Guard Armory, 1115 Wright Street, Brainerd

9. Unfinished Business

A. Call For Applicants - Informational

(Applications Available in Council Chambers or 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) - 1 term (Expire 2022)
Transportation Advisory Committee - 1 term (Expire 2019) 1 terms (Expire 2020)
Rental Dwelling Board of Appeals - 2 terms (see below) - (Expire 2020)
1. *Tenant Representative (1)*
2. *General Public Representative (1)*

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

Planning Commission - 2 terms (Expire 2021)

10. New Business

A. Agreement For Professional Services - NW 4th Street

Reconstruction

Documents:

*Proposal for Professional Services - NW 4th Street
Reconstruction.pdf*

B. Community Service Officer Resignation & Request To Hire

Documents:

CSO Resignation and Request to Hire.pdf

C. Congressman Stauber Office Space Rental Agreement

Documents:

Congressman Stauber Office Space Rental Agreement.pdf

D. Essentia Health - St. Joseph's Medical Center Easement Agreement

Documents:

Essentia Health Easement Agreement.pdf

E. (Added Item)Wage Resolution For Department Heads And Non-Union Supervisors

Documents:

2019-2021 Wage Resolution for Department Heads and non-union Supervisors.pdf

F. (Added Item) Police Officer Resignation And Request To Hire

Documents:

2019-01-07AgendaRQ2hireOffcr.pdf

11. Public Forum

Time allocated for citizens to bring matters not on the agenda to the attention of the Council - Time limits may be imposed

12. Staff Reports

(Verbal: Any Updates since Packet)

13. Council Member Reports

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

15. Adjourn

Note: No Safety and Public Works Committee Meeting tonight.
No Personnel and Finance Committee Meeting tonight.

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"



Brainerd City Council Agenda Request

Requested Meeting Date: January 7, 2019

Title of Item: Annual Report from The Center

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): DeAnn Berry, Executive Director	Estimated Time Needed: 10 Minutes
Summary of Issue: Pursuant to City Charter Chapter 3 Section 54-H, we will receive from The Center an annual report which includes the current financial statement. Ms. Berry will summarize activities of the past year and offer status reports on all other activities.	
Alternatives, Options, Effects on Others/Comments: Attached you will find a letter from The Center, the 2019 budget, the most recent financial statements, and the December 2018 newsletter provided by The Center.	
Recommended Action/Motion: None requested.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

THE Center

December 11, 2018

Dear Brainerd City Council,

Enclosed you will find requested information in response to our agreement with the City of Brainerd. We cannot supply our end of the year financials until late January; as that is the earliest that they are prepared.

Funding that was received in 2018 from the City of Brainerd from the half mill levy was \$81,600. The breakdown was; first half mill levy payment in January for \$40,800 and the second half mill levy payment in July for \$40,800.

The Center's expenditures that were paid by those funds were; water/electric \$21,816.87, gas/heat \$10,101.83, facility maintenance & equipment repairs \$21,437.34, fire/sprinkler systems \$706.68, pest control \$420, CPA \$2,520, office supplies \$3,797, cleaning supplies \$3,796, recycling/garbage \$1,370, telephone \$2,010, postage \$1,080, kitchen supplies \$2,186 and insurance \$6,721. The expenses that are covered with the half mill levy total \$77,962.72 for the months January through September; nine month's expenses. If expenses stay consistent to the end of the year, they will reach \$103,950.29. We did have a major equipment expense in January; replacement of dining site's walk in refrigerator at a cost of over \$7,000.

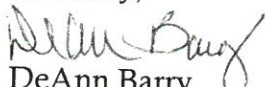
I have included our December newsletter for you to review. Please take note the monthly schedule on page 18. We offer over fifty four activities, events and programs weekly. In addition to the monthly schedule, we have bus trips, community events, concerts and off site activities. In the past few years, we have added pickle ball, a reminiscent group, The Center's Theatre, The Center Choir, Lunch & Learn monthly events, bluegrass jam sessions and a model rail road group.

What will 2019 hold for member of The Center? We will be collaborating with health care providers to offer health education events; one will be on orthopedics. We have been donated a gently used pool table and will be developing leagues and tournaments. We are working on collaboration with five other organizations in the community on life-long learning; Dining & Discoveries. The sky is limit!

In addition to our day to day operations, how do the members of The Center give back to the residents of the City of Brainerd and the lakes area? We give back by coordinating bandstand concerts every Thursday evening from the beginning of June to the end of August; by the wooden toys and cloth dolls that are given to children in crisis, we have given out over 5,475; by the quilts that are made and delivered to individuals of all ages who have serious medical conditions, we have given out 2,700 quilts!

We cannot thank you enough for the support The Center receives from the City of Brainerd. We would look very different without it. We look forward to continuing our mission of supporting individuals age 45 and up within City of Brainerd and the lakes area. If you desire, we would be more than willing to present to the council our summary of activities for 2018 and plans for the upcoming year. Just let us know day and time.

Sincerely,


DeAnn Barry
Executive Director


Dale Parks
President of the Board of Directors

THE CENTER
PROPOSED BUDGET
YEAR OF 2019

REVENUE		DISBURSEMENTS	
Interest	185	Wages and salaries	135,000
Meeting room rents	2,000	MN unemployment tax	250
Legacy fund	0	Payroll expense	200
Gift shop	6,500	Medicare taxes	1,957
Donut sales-net	56,000	Social security tax	8,370
Greeting cards-net	1,700	Workman's compensation	2,000
Miscellaneous	3,000	Employer SIMPLE Contribution	4,000
Activity	5,000	Accounting fees	4,600
Ageless expo-net	2,400	Travel/seminar	300
Rummage Sale & Silent Auction	4,500	Vista worker	0
Defensive driving-net	0	Dues/subscriptions	1,300
Fund raising meals-net	3,200	Parking	400
Ribfest-net	5,500	Office supplies	4,000
Newsletter advertising	19,500	Cleaning supplies	4,500
Bake sales	1,800	Trash removal	1,500
Plant sale-net	16,500	Elevator maintenance	4,500
Brat sale	350	Pest control	600
Trip income-net	0	Fire protection	1,500
Franklin concert-net	3,000	Water softeners service	0
Tower user fee	19,000	Telephone	3,000
LSS dining room fee	21,600	Cable TV	1,200
Gambling	6,500	Postage	1,500
City of Baxter	17,000	Electric and water	26,000
City of Brainerd	87,677	Gas	14,000
Theater	300	Advertising	2,500
Donations	10,000	Printing	1,000
Memberships	30,000	Newsletter printing/mailing	24,500
		Marketing	7,000
		Miscellaneous	2,000
		Equipment repairs	1,500
		Repairs and maintenance bldg	7,000
		Insurance building and liability	8,400
		Volunteer recognition	1,000
		Kitchen	2,500
Other income/expense	18,000		14,000
Total Revenues	341,212	Total Expenses	292,077
Revenues Less Expenses		\$49,135	
Depreciation expense		\$50,000	
Net Income		(\$865)	

To: Board of Directors
Lakes Area Senior Activity Center, Inc.
Brainerd, MN

Management is responsible for the accompanying financial statements of Lakes Area Senior Activity Center (a nonprofit organization), which comprise the statement of financial position as of September 30, 2018, and the related statements of activities and cash flows for the month and nine months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The supplementary information contained in the financial statements is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was not subject to our compilation engagement. We do not express an opinion, a conclusion, nor provide any form of assurance on such information.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Lakes Area Senior Activity Center, Inc.

Roggenkamp Tax and Accounting

Baxter, MN 56425

October 30, 2018

Lakes Area Senior Activity Center, Inc.

Financial Statements

For the period ending September 30, 2018

Lakes Area Senior Activity Center

Statement of Financial Position

As of September 30, 2018

	Sep 30, 18
ASSETS	
Current Assets	
Checking/Savings	
Cash - Unrestricted	
1101 · Cash on Hand	200.00
1102 · Petty Cash	152.00
1120 · Bremer Checking 117	128,725.39
1150 · Brm Savings MM	96,765.38
1160 · Brick Store-Security Deposits S	1,051.37
Total Cash - Unrestricted	226,894.14
Investments	
1170.5 · Endowment Fund-Brd Comm Fnd	53,064.00
Total Investments	53,064.00
Total Checking/Savings	279,958.14
Total Current Assets	279,958.14
Fixed Assets	
1200 · Fixed Assets	18,475.13
1210 · Donated Building	456,986.20
1230 · Kitchen Renovation 2005	25,874.11
1240 · Tower Windows 2005	31,620.00
1250 · Accumulated Depreciation	-502,504.62
1606 · Center Windows & Sidewalk	125,270.26
1645 · Equipment	70,343.54
1655 · Furniture & Fixtures	56,386.44
1681 · 817 Kingwood Parking Lot	50,087.48
1682 · North 9th Parking Lot	144,618.00
1683 · Elevator	138,989.02
1684 · Brick Store	76,910.15
Total Fixed Assets	693,055.71
TOTAL ASSETS	973,013.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2100.1 · SIMPLE Payable-Employer	493.00
2100.2 · SIMPLE Payable-Employee	-16.74
2100 · Payroll Liabilities - Other	3,573.98
Total 2100 · Payroll Liabilities	4,050.24
2110 · Direct Deposit Liabilities	-3,191.04
2200 · Employee Health Ins Pay	-1,063.68
2205 · Federal W/H Tax Payable	636.00
2210 · Social Security W/H Tax Payable	1,246.05
2212 · Medicare W/H Tax Payable	291.42
2415 · SUTA Payable	328.57
2420 · State W/H Tax Payable	323.00
2450 · Brick Building Security Deposit	880.13
Total Other Current Liabilities	3,500.69
Total Current Liabilities	3,500.69
Total Liabilities	3,500.69
Equity	
1110 · Retained Earnings	584,111.23
3200 · Unrestricted	387,420.68
Net Income	-2,018.75

Lakes Area Senior Activity Center
Statement of Financial Position
As of September 30, 2018

Accrual Basis

	Sep 30, 18
Total Equity	969,513.16
TOTAL LIABILITIES & EQUITY	<u>973,013.85</u>

Lakes Area Senior Activity Center
Statement of Activities
 January through September 2018

Accrual Basis

Jan - Sep 18

Ordinary Income/Expense	
Income	
REVENUE - PROGRAMS, PROJECTS	
4113 · Interest Income - All Acct	143.48
4116 · Meeting Room Income	1,253.00
4117.1 · Legacy Fund.	3,765.49
4119 · Gift Shop Income	3,114.87
4120 · Donut Income	78,262.21
4124 · Greeting Cards Income	1,470.95
4127 · Miscellaneous Income	14.50
4128 · Activity/Event Income	6,119.27
4128.1 · Ageless Expo	3,937.00
4128.2 · Theatre	292.00
4130 · Garage Sale Income	5,882.88
4134 · Fundraising Meals	5,338.00
4140 · Defensive Driving Income	5,506.00
4160.1 · Ribfest	5,632.50
4170 · Newsletter Ads	20,570.00
4180 · Bake Sale	937.75
4181 · Plant Sale	16,774.71
4190 · Trips Income	9,887.00
4192 · Tower User Fees	11,809.02
4193 · LSS Dining User Fees	16,200.00
Total REVENUE - PROGRAMS, PROJECTS	196,910.63
SUPPORT (DONATIONS)	
6004 Furniture	575.00
4020 · Gambling	4,073.00
4106 · City of Baxter	17,000.00
4110 · City of Brainerd	85,179.03
4117 · Donations Income	2,843.96
4118 · Memberships Income	22,620.00
Total SUPPORT (DONATIONS)	132,290.99
Total Income	329,201.62
Gross Profit	329,201.62
Expense	
PERSONNEL	
5200 · Wages & Salaries	94,663.47
5216 · SUTA Expense	171.58
5224 · Payroll Expenses	176.75
5226 · SIMPLE-Employer Match	1,969.13
5230 · Medicare Expense	1,372.63
5231 · Social Security Expense	5,869.14
5234 · Worker's Comp Expense	73.00
Total PERSONNEL	104,295.70
PROGRAMS & OTHER	
5692 Trips Expense	1,000.00
Total PROGRAMS & OTHER	1,000.00
5237 · CPA	2,520.00
5239 · Tax Prep	975.00
5271 · Dues/Subscriptions	
5271.1 · VISTA	2,500.00
5271 · Dues/Subscriptions - Other	2,902.50
Total 5271 · Dues/Subscriptions	5,402.50
5320 · Office Supplies	3,797.30
5322 · Cleaning Supplies	3,796.29
5323.1 · Trash Removal	1,370.71
5323.2 · Elevator Maintenance	1,830.00
5323.3 · Pest Control	420.00

Lakes Area Senior Activity Center
Statement of Activities
January through September 2018

Accrual Basis

	Jan - Sep 18
5323.5 · Fire Protection	706.88
5323.6 · Water Softner Service	129.75
5330 · Telephone	2,010.18
5331 · Cable TV	1,051.19
5340 · Postage	1,080.56
5350 · Electric Water	21,816.87
5351 · Gas	10,101.02
5360 · Advertising	4,295.36
5361 · Printing	97.90
5370 · Newsletter Printing	16,620.44
5370.1 · Newsletter Mailing	3,141.88
5375 · Marketing Expense	5,597.81
5410 · Miscellaneous	2,191.10
5509 · Equipment Repairs	1,932.55
5510 · Repairs & Maintenance-Building	19,504.79
5620 · Insurance - Bldg & Liab.	6,721.69
5621 · Volunteer Recognition	304.56
5631 · Kitchen	2,186.40
5650 · Activity	4,420.15
5650.1 · Ageless Expo	200.00
5651 · Plant Sale	1,255.33
5660 · Donut	37,407.96
5665 · Greeting Cards	30.90
5670 · Defensive Driving	5,225.00
5690 · Fund Raising Meals	2,718.62
5690.1 · Ribfest	1,751.68
5692 · Trips	6,517.75
5697 · Depreciation Expense	40,500.00
Total Expense	324,925.82
Net Ordinary Income	4,275.80
Other Income/Expense	
Other Income	
TEMPORARILY RESTRICTED	
6003 · Toymakers	893.32
6014 · Bandstand Project	6,000.00
6016 · Tower AC	18,012.51
Total TEMPORARILY RESTRICTED	24,905.83
6002 · Brick Building Rent	7,693.50
Total Other Income	32,599.33
Other Expense	
EXPENSE TEMPORARILY RESTRICTED	
7002.1 · Brick Store - Utilities	2,090.82
7014 · Bandstand	5,899.00
7016 · Tower AC Fundraiser	24,438.20
Total EXPENSE TEMPORARILY RESTRICTED	32,428.02
7002 · Rent Expense	5,832.08
7002.2 · Brick Building - Maintenance	77.40
7003 · Toymakers Expense	556.38
Total Other Expense	38,893.88
Net Other Income	-6,294.55
Net Income	-2,018.75

Lakes Area Senior Activity Center
Statement of Cash Flows
 January through September 2018

	Jan - Sep 18
OPERATING ACTIVITIES	
Net Income	
Adjustments to reconcile Net Income	-2,018.75
to net cash provided by operations:	
2100 · Payroll Liabilities	3,573.98
2100 · Payroll Liabilities:2100.1 · SIMPLE Payable-Employer	248.56
2100 · Payroll Liabilities:2100.2 · SIMPLE Payable-Employee	-246.70
2110 · Direct Deposit Liabilities	-3,191.04
2200 · Employee Health Ins Pay	-1,063.68
2205 · Federal W/H Tax Payable	-321.00
2210 · Social Security W/H Tax Payable	-119.44
2212 · Medicare W/H Tax Payable	-27.96
2415 · SUTA Payable	23.58
2420 · State W/H Tax Payable	-56.00
Net cash provided by Operating Activities	-3,198.45
INVESTING ACTIVITIES	
1250 · Accumulated Depreciation	40,500.00
Net cash provided by Investing Activities	40,500.00
Net cash increase for period	37,301.55
Cash at beginning of period	242,656.59
Cash at end of period	<u>279,958.14</u>

Supplementary Information

Lakes Area Senior Activity Center
Statement of Activities Prev Year Comparison
September 2018

Ordinary Income/Expense	Sep 18	Sep 17	\$ Change
Income			
REVENUE - PROGRAMS, PROJECTS			
4113 · Interest Income - All Acct	16.70	12.78	3.92
4116 · Meeting Room Income	105.00	243.00	-138.00
4117.1 · Legacy Fund.	5.00	438.00	-433.00
4119 · Gift Shop Income	293.11	278.88	14.23
4120 · Donut Income	9,401.38	9,329.33	72.05
4124 · Greeting Cards Income	165.00	230.00	-65.00
4128 · Activity/Event Income	342.25	503.00	-160.75
4128.1 · Ageless Expo	900.00	1,350.00	-450.00
4130 · Garage Sale Income	3,572.38	3,219.40	352.98
4134 · Fundraising Meals	904.00	275.00	629.00
4140 · Defensive Driving Income	550.00	520.00	30.00
4160.1 · Ribfest	560.00	1,000.00	-440.00
4170 · Newsletter Ads	1,175.00	5,995.00	-4,820.00
4190 · Trips Income	728.00	689.00	39.00
4192 · Tower User Fees	467.16	758.11	-290.95
4193 · LSS Dining User Fees	1,800.00	1,800.00	0.00
Total REVENUE - PROGRAMS, PROJECTS	20,984.98	26,641.50	-5,656.52
SUPPORT (DONATIONS)			
4020 · Gambling	0.00	609.00	-609.00
4117 · Donations Income	310.00	425.75	-115.75
4118 · Memberships Income	2,740.00	2,280.00	460.00
Total SUPPORT (DONATIONS)	3,050.00	3,314.75	-264.75
Total Income	24,034.98	29,956.25	-5,921.27
Gross Profit	24,034.98	29,956.25	-5,921.27
Expense			
PERSONNEL			
5200 · Wages & Salaries	10,048.59	9,732.04	316.55
5216 · SUTA Expense	11.92	11.52	0.40
5224 · Payroll Expenses	19.25	17.50	1.75
5226 · SIMPLE-Employer Match	197.20	191.46	5.74
5230 · Medicare Expense	145.71	141.12	4.59
5231 · Social Security Expense	623.02	603.39	19.63
Total PERSONNEL	11,045.69	10,697.03	348.66
PROGRAMS & OTHER			
5692 Trips Expense	1,000.00	0.00	1,000.00
Total PROGRAMS & OTHER	1,000.00	0.00	1,000.00
5237 · CPA	0.00	280.00	-280.00

Lakes Area Senior Activity Center
Statement of Activities Prev Year Comparison
September 2018

Accrual Basis

	Sep 18	Sep 17	\$ Change
5271 · Dues/Subscriptions	197.50	262.50	-65.00
5320 · Office Supplies	503.79	292.61	211.18
5322 · Cleaning Supplies	1,094.45	69.17	1,025.28
5323.1 · Trash Removal	159.21	146.10	13.11
5323.3 · Pest Control	60.00	60.00	0.00
5323.6 · Water Softner Service	38.00	0.00	38.00
5330 · Telephone	252.75	250.38	2.37
5331 · Cable TV	99.87	82.09	17.78
5340 · Postage	64.70	158.00	-93.30
5350 · Electric Water	2,566.94	2,586.06	-19.12
5351 · Gas	846.00	1,106.00	-260.00
5360 · Advertising	890.82	0.00	890.82
5361 · Printing	0.00	0.00	0.00
5370 · Newsletter Printing	2,219.22	1,398.90	820.32
5370.1 · Newsletter Mailing	221.80	478.76	-256.96
5375 · Marketing Expense	0.00	1,139.64	-1,139.64
5410 · Miscellaneous	0.00	70.50	-70.50
5510 · Repairs & Maintenance-Building	1,253.79	412.74	841.05
5620 · Insurance - Bldg & Liab.	838.81	737.26	101.55
5621 · Volunteer Recognition	0.00	140.18	-140.18
5631 · Kitchen	0.00	220.22	-220.22
5650 · Activity	1,739.09	267.79	1,471.30
5650.1 · Ageless Expo	200.00	847.70	-647.70
5651 · Plant Sale	0.00	0.00	0.00
5660 · Donut	6,280.78	3,427.95	2,852.83
5665 · Greeting Cards	0.00	0.00	0.00
5670 · Defensive Driving	245.00	510.00	-265.00
5690 · Fund Raising Meals	20.00	375.19	-355.19
5690.1 · Ribfest	1,101.90	180.99	920.91
5692 · Trips	558.00	1,766.00	-1,208.00
5697 · Depreciation Expense	4,500.00	3,400.00	1,100.00
Total Expense	37,998.11	31,363.76	6,634.35
Net Ordinary Income	-13,963.13	-1,407.51	-12,555.62
Other Income/Expense			
Other Income			
TEMPORARILY RESTRICTED			
6003 · Toymakers	0.00	1,012.00	-1,012.00
Total TEMPORARILY RESTRICTED	0.00	1,012.00	-1,012.00
6002 · Brick Building Rent	1,035.00	940.00	95.00
Total Other Income	1,035.00	1,952.00	-917.00
Other Expense			
EXPENSE TEMPORARILY RESTRICTED			

Lakes Area Senior Activity Center
Statement of Activities Prev Year Comparison
September 2018

Accrual Basis

	Sep 18	Sep 17	\$ Change
7002.1 - Brick Store - Utilities	0.00	178.41	-178.41
Total EXPENSE TEMPORARILY RESTRICTED	0.00	178.41	-178.41
7002 - Rent Expense	187.79	0.00	187.79
7003 - Toymakers Expense	61.80	0.00	61.80
Total Other Expense	249.59	178.41	71.18
Net Other Income	785.41	1,773.59	-988.18
Net Income	<u>-13,177.72</u>	<u>366.08</u>	<u>-13,543.80</u>

Lakes Area Senior Activity Center
Statement of Activities Budget Performance
September 2018

Accrual Basis

	Sep 18	Budget	Jan - Sep 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
REVENUE - PROGRAMS, PROJECTS					
4113 · Interest Income - All Acct	16.70	15.42	143.48	138.74	185.00
4116 · Meeting Room Income	105.00	166.67	1,253.00	1,499.99	2,000.00
4117.1 · Legacy Fund.	5.00		3,765.49		
4119 · Gift Shop Income	293.11	541.67	3,114.87	4,874.99	6,500.00
4120 · Donut Income	9,401.38	8,333.33	78,262.21	75,000.01	100,000.00
4124 · Greeting Cards Income	165.00	166.67	1,470.95	1,499.99	2,000.00
4127 · Miscellaneous Income	0.00	666.67	14.50	5,999.99	8,000.00
4128 · Activity/Event Income	342.25	666.67	6,119.27	5,999.99	8,000.00
4128.1 · Ageless Expo	900.00	416.67	3,937.00	3,749.99	5,000.00
4128.2 · Theatre	0.00		292.00		
4130 · Garage Sale Income	3,572.38	375.00	5,882.88	3,375.00	4,500.00
4134 · Fundraising Meals	904.00	516.67	5,338.00	4,649.99	6,200.00
4140 · Defensive Driving Income	550.00	558.33	5,506.00	5,025.01	6,700.00
4160.1 · Ribfest	560.00	541.67	5,632.50	4,874.99	6,500.00
4170 · Newsletter Ads	1,175.00	1,583.33	20,570.00	14,250.01	19,000.00
4180 · Bake Sale	0.00	125.00	937.75	1,125.00	1,500.00
4181 · Plant Sale	0.00	1,500.00	16,774.71	13,500.00	18,000.00
4182 · Brat Sale	0.00	29.17	0.00	262.49	350.00
4190 · Trips Income	728.00	1,000.00	9,887.00	9,000.00	12,000.00
4192 · Tower User Fees	467.16	1,500.00	11,809.02	13,500.00	18,000.00
4193 · LSS Dining User Fees	1,800.00	1,800.00	16,200.00	16,200.00	21,600.00
Total REVENUE - PROGRAMS, PROJECTS	20,984.98	20,502.94	196,910.63	184,526.18	246,035.00
SUPPORT (DONATIONS)					
6004 Furniture	0.00		575.00		
4020 · Gambling	0.00	500.00	4,073.00	4,500.00	6,000.00
4106 · City of Baxter	0.00	1,500.00	17,000.00	13,500.00	18,000.00
4110 · City of Brainerd	0.00	6,833.33	85,179.03	61,500.01	82,000.00
4117 · Donations Income	310.00	833.33	2,843.96	7,500.01	10,000.00
4118 · Memberships Income	2,740.00	2,083.33	22,620.00	18,750.01	25,000.00
Total SUPPORT (DONATIONS)	3,050.00	11,749.99	132,290.99	105,750.03	141,000.00
Total Income	24,034.98	32,252.93	329,201.62	290,276.21	387,035.00
Gross Profit	24,034.98	32,252.93	329,201.62	290,276.21	387,035.00

Lakes Area Senior Activity Center

Statement of Activities Budget Performance

September 2018

Expense	Sep 18	Budget	Jan - Sep 18	YTD Budget	Annual Budget
PERSONNEL					
5200 · Wages & Salaries	10,048.59	10,956.50	94,663.47	98,608.50	131,478.00
5216 · SUTA Expense	11.92	20.83	171.58	187.51	250.00
5224 · Payroll Expenses	19.25	16.67	176.75	149.99	200.00
5226 · SIMPLE-Employer Match	197.20	333.33	1,969.13	3,000.01	4,000.00
5230 · Medicare Expense	145.71	161.50	1,372.63	1,453.50	1,938.00
5231 · Social Security Expense	623.02	666.72	5,869.14	6,000.52	8,000.68
5234 · Worker's Comp Expense	0.00	166.67	73.00	1,499.99	2,000.00
Total PERSONNEL	11,045.69	12,322.22	104,295.70	110,900.02	147,866.68
PROGRAMS & OTHER					
5692 Trips Expense	1,000.00		1,000.00		
Total PROGRAMS & OTHER	1,000.00		1,000.00		
5237 · CPA			1,000.00		
5239 · Tax Prep	0.00	300.00	2,520.00	2,700.00	3,600.00
5270 · Travel/Seminar	0.00	83.33	975.00	750.01	1,000.00
5271 · Dues/Subscriptions	0.00	25.00	0.00	225.00	300.00
5271.1 · VISTA	0.00				
5271 · Dues/Subscriptions - Other	197.50	416.67	2,500.00	3,749.99	5,000.00
Total 5271 · Dues/Subscriptions	197.50	108.33	2,902.50	975.01	1,300.00
5273 · Parking		525.00	5,402.50	4,725.00	6,300.00
5320 · Office Supplies	0.00	33.33	0.00	300.01	400.00
5322 · Cleaning Supplies	503.79	291.67	3,797.30	2,624.99	3,500.00
5323.1 · Trash Removal	1,094.45	375.00	3,796.29	3,375.00	4,500.00
5323.2 · Elevator Maintenance	159.21	125.00	1,370.71	1,125.00	1,500.00
5323.3 · Pest Control	0.00	375.00	1,830.00	3,375.00	4,500.00
5323.5 · Fire Protection	60.00	50.00	420.00	450.00	600.00
5323.6 · Water Softner Service	0.00	125.00	706.88	1,125.00	1,500.00
5330 · Telephone	38.00	37.50	129.75	337.50	450.00
5331 · Cable TV	252.75	250.00	2,010.18	2,250.00	3,000.00
5340 · Postage	99.87	80.83	1,051.19	727.51	970.00
5350 · Electric Water	64.70	125.00	1,080.56	1,125.00	1,500.00
5351 · Gas	2,566.94	2,083.33	21,816.87	18,750.01	25,000.00
5360 · Advertising	846.00	1,000.00	10,101.02	9,000.00	12,000.00
5361 · Printing	890.82	125.00	4,295.36	1,125.00	1,500.00
5370 · Newsletter Printing	0.00	166.67	97.90	1,499.99	2,000.00
5370.1 · Newsletter Mailing	2,219.22	1,583.33	16,620.44	14,250.01	19,000.00
5375 · Marketing Expense	221.80	458.33	3,141.88	4,125.01	5,500.00
5410 · Miscellaneous	0.00	583.33	5,597.81	5,250.01	7,000.00
5509 · Equipment Repairs	0.00	83.33	2,191.10	750.01	1,000.00
5510 · Repairs & Maintenance-Building	0.00	125.00	1,932.55	1,125.00	1,500.00
5620 · Insurance - Bldg & Liab:	1,253.79	583.33	19,504.79	5,250.01	7,000.00
5621 · Volunteer Recognition	838.81	670.00	6,721.69	6,030.00	8,040.00
5631 · Kitchen	0.00	83.33	304.56	750.01	1,000.00
	0.00	133.33	2,186.40	1,200.01	1,600.00

See Accountant's Compilation Report

Lakes Area Senior Activity Center
Statement of Activities Budget Performance
September 2018

Accrual Basis

	Sep 18	Budget	Jan - Sep 18	YTD Budget	Annual Budget
5650 · Activity	1,739.09	416.67	4,420.15	3,749.99	5,000.00
5650.1 · Ageless Expo	200.00	216.67	200.00	1,949.99	2,600.00
5651 · Plant Sale	0.00	125.00	1,255.33	1,125.00	1,500.00
5660 · Donut	6,280.78	3,666.67	37,407.96	32,999.99	44,000.00
5665 · Greeting Cards	0.00	50.00	30.90	450.00	600.00
5670 · Defensive Driving	245.00	558.33	5,225.00	5,025.01	6,700.00
5690 · Fund Raising Meals	20.00	250.00	2,718.62	2,250.00	3,000.00
5690.1 · Ribfest	1,101.90	58.33	1,751.68	525.01	700.00
5692 · Trips	558.00	1,000.00	6,517.75	9,000.00	12,000.00
5697 · Depreciation Expense	4,500.00	3,333.33	40,500.00	30,000.01	40,000.00
Total Expense	37,998.11	32,477.19	324,925.82	292,295.11	389,726.68
Net Ordinary Income	-13,963.13	-224.26	4,275.80	-2,018.90	-2,691.68
Other Income/Expense					
Other Income					
TEMPORARILY RESTRICTED					
6003 · Toymakers	0.00	166.67	893.32	1,499.99	2,000.00
6014 · Bandstand Project	0.00	583.33	6,000.00	5,250.01	7,000.00
6016 · Tower AC	0.00		18,012.51		
Total TEMPORARILY RESTRICTED	0.00	750.00	24,905.83	6,750.00	9,000.00
6002 · Brick Building Rent	1,035.00	750.00	7,693.50	6,750.00	9,000.00
Total Other Income	1,035.00	1,500.00	32,599.33	13,500.00	18,000.00
Other Expense					
EXPENSE TEMPORARILY RESTRICTED					
7002.1 · Brick Store - Utilities	0.00		2,090.82		
7014 · Bandstand	0.00	583.33	5,899.00	5,250.01	7,000.00
7016 · Tower AC Fundraiser	0.00		24,438.20		
Total EXPENSE TEMPORARILY RESTRICTED	0.00	583.33	32,428.02	5,250.01	7,000.00
7002 · Rent Expense	187.79	416.67	5,832.08	3,749.99	5,000.00
7002.2 · Brick Building - Maintenance	0.00		77.40		
7003 · Toymakers Expense	61.80	166.67	556.38	1,499.99	2,000.00
Total Other Expense	249.59	1,166.67	38,893.88	10,499.99	14,000.00
Net Other Income	785.41	333.33	-6,294.55	3,000.01	4,000.00
Net Income	-13,177.72	109.07	-2,018.75	981.11	1,308.32

Annual Christmas Party

Friday, December 7, 1pm

Get your free tickets at the front desk!

Limited number available.



FEATURES INSIDE:

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***It's
about
healing***

Greg Wiger, PT, and patient Dottie

Dottie Angier is a woman of action. When her shoulder pain started, she started seeing an orthopedic specialist to find relief. She recommended reverse shoulder replacement.

Her surgeon included physical therapy in her recovery plan. Dottie thought she would be fighting her way through it in discomfort, grinding her teeth.

She recalls that first day: "I walked in and Greg Wiger, Physical Therapist, said it wouldn't hurt, and I thought 'yeah, right'. I thought it was going to be horrible."

Greg had his work cut out for him. But he quickly built her trust.

She realized that without physical therapy, she may have pushed herself too far. "I would move ahead, wanting to get to the end before I should have. Greg explained that when you push yourself and your muscles get fatigued, they don't do what you want them to do.

"I've done serious surgery without physical therapy, and serious surgery with physical therapy. It's absolutely essential, in my opinion."

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on the FRONT COVER:

You may see Santa at the Christmas Party!

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Rick Schrom

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ROAD TRIP WITH SANTA

I had an experience a few weeks ago that was very unique. It was a road trip with Santa! All of you are my witnesses because the cover photo was taken on our road trip! It seems that Donner and the rest of the reindeer crew needed Santa's inspection. It was truly a privilege to chauffeur Santa to the snowy pastures where the reindeer were feeding, exercising and working out getting ready for their Christmas Eve run. What topics do you discuss on a road trip with Santa? Well, it seems Santa is interested in the same topics we all are; Vikings look promising, Joe Mauer has truly been wonderful to watch over the years, winter and the cold came early this year. How do you think the reindeer looked? (I am not expert on reindeer, but thought they looked good!) Santa had trouble buckling his seat belt; a sign he is getting in shape also! The photos of him and Donner turned out great! It was a very magical road trip!

The magic of the season has begun. May you choose to participate: examples of feeling the spirit of the season can be seen at your place of worship, through purchasing gifts for others, making holiday foods for shut ins or a simple phone call to a friend or family member. When we reach out we feel better about ourselves.



The road trip with Santa was magical for me. I challenge you to find your own magic of the season.

DeAnn Barry

from your BOARD PRESIDENT

December is now upon us. In a couple of weeks most of you will be celebrating Christmas and putting up a Christmas Tree. Did you ever wonder why the tree is a symbolic part of Christmas?

The first documented use of a tree at Christmas and New Year celebrations is argued between the cities of Tallinn in Estonia and Riga in Latvia! Both claim that they had the first trees; Tallinn in 1441 and Riga in 1510.

Little is known about either tree apart from that they were put in the town square, and were then set on fire. This is like the custom of the Yule Log.

The first person to bring a Christmas Tree into a house, in the way we know it today, may have been the 16th century German preacher Martin Luther.

On average, 25-30 million real trees are sold each year. This helps employ over 100,000 workers right here at home in all 50 states where Christmas trees are grown.

There are a few different claims as to who invented and popularized the first strings of 'electric' Christmas Tree lights. In 1880, the famous inventor Thomas Edison put some of his new electric light bulbs around his office. And in 1882 Edward Johnson, who was a colleague of Edison, hand-strung 80 red, white and blue bulbs together and put them on his tree in his New York apartment (there were two additional strings of 28 lights mounted from the ceiling!).

Did you know that the first artificial Christmas trees were actually made in the early 1930's by a company called Addis Brush? They were in the business of making toilet scrubbers and brushes. So, the first fake trees were really nothing more than gigantic, green toilet bowl scrubbers. Imagine that! It's pretty funny to think about now.

Since their invention, artificial trees have continued to gain widespread popularity. In 2007 alone, almost 18 million were sold here in the U.S. It's commonly believed that buying an artificial Christmas tree saves money. You invest the money once and use the tree year after year.

This past year included many activities that you participated in. Whether it was golf, tennis, fishing, Twins games, board games, BINGO, dances, Rib Fest, monthly dinners, wood working, making dolls or many of the other activities that were offered, they only came about because of you. Thank you for participating and volunteering throughout the year.

As always, if you have any idea of activities that you would like to see or participate in, please let The Center know. At the same time, we would like to hear any suggestions or comments you may have about The Center itself. As a Board we are always striving to be the best and with your help we can continue that goal.

Have a wonderful Christmas and a Happy New Year.

Dale Parks
President

NEW MEMBERS: Welcome to The Center!

We are so happy to have you as members! You will be glad you joined the fun!

WELCOME NEW MEMBERS:

Larry Paige
Linda Piper
Betty Vosberg
Mary Anderson
Cathy Juneau
Kathy Hall
Mark Pfeifer
Jim and Elizabeth Newgord
Matthew Gilgenbach
Bill and Judy Bush
Carol Newman

David and Martha Sapletal
Joan Underland
Illa Bogucki
Myra Matich
Vicki Schliek
Margaret Hill
Joan Hecker
Roberta Cosner
Lynn Tatro
Marilyn Olson

INTERESTED IN LEARNING MORE ABOUT THE CENTER?

Stop in anytime, find Dawn, Deb, Sue, Dave, David or DeAnn and ask for a tour.
We will give you a glimpse of our facility, programs and services that we have to offer!

MEMBERSHIP DISCOUNTS:

Don't forget to use your membership discounts. If you have lost your list of businesses, stop into The Center and ask for one.

MEMBERSHIP INFORMATION:

Moving? Changing your phone number? Going away for the season? If you have any changes in your membership information please let us know so that we can update our records. If you have any questions or changes please call 829-9345, or stop by The Center with any updates.

We are collecting email addresses to send reminders, updates and notification of upcoming events; we hope to implement this process in the near future. If you have already provided your email address Thank You, if not and you would like to please contact DeAnn Barry at 829-9345.



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**2ND MONDAY DINNER 218-829-9345****MONDAY, DECEMBER 10, AT 5 PM**

Back by popular demand: Northern Lights will be performing at our dinner. Don't miss this great opportunity to enjoy a performance that enhances celebrating Christmas.

Dave will be making a great menu: Swedish Meatballs, Mashed Potatoes, Vegetable and Key Lime Bars for dessert. Stop in and get your dinner ticket at the front desk. Tickets are \$8 per person and must be purchased by noon on Friday, December, 7th.

DOLL MAKERS**We need doll makers!**

This group makes dolls and stuffed animals in their homes. When you have them completed, you can just drop them off. Dolls and stuffed animals should be small; they need to fit into glove compartments. You can pick up supplies for making them from The Center. Dolls and stuffed animals are given to children in stressful situations.

JAM SESSION

Every Thursday afternoon beginning at 11:30 am you are invited to join a jam session. The Great Room in The Center jives with music from The Center Band. This is an all volunteer band. If you play an instrument you are welcome to come and jam with the band. If you like to dance or just sit and enjoy listening to the music you are welcome also.

CREATIVE COLORING

Fridays at 10 am, in the Board Room. Tap into your creative character and join others coloring! Grown up coloring pages will be provided for you along with crayons, color pencils and markers or if you prefer you can bring your own. Class will be held every Friday so if you miss one join in the following week!

ARE YOU A VETERAN?

When you renew your membership, we would like to know if you are a veteran. Please let us know by writing a note or letting the front desk volunteer know when you renew. Thank you.

HOLIDAY CLOSURES

To allow staff to celebrate Christmas and New Year's, The Center will be closed Christmas Eve Day, Christmas Day and New Year's Day. Happy Holidays to all of you!

TOYS FOR TOTS

Please watch for the Toys for Tots box in the lobby of The Center. Let's help the Marine Corp League with gifts for needy children

PING PONG

We are able to offer ping pong!! Walmart has donated a table top ping pong unit! Stop in to check if we have it set up, if not, let us know and we will assist you. Once you have had some time to practice, we will begin ping pong tournaments!

BEGINNING BRIDGE LESSONS

Lessons will be taught by Bob Bollum and they be held on Fridays, 10 to noon on the south end of second floor. If you are interested please call Joan Burnett at 218-828-4504.

WOOD CARVING GROUP

The group meets from 8 to 11 am on Thursdays. Anyone curious or interested in wood carving is welcome to visit this group.

**CHRISTMAS DAY DINNER**

If you are alone on Christmas and would like to join others for dinner, come to The Center. Dinner will be served at 11:30 am. Dave will be coordinating our Christmas Day dinner this year. Menu will be ham, cheesy potatoes, green bean casserole and pumpkin pie. Deadline to sign up is December 18.

If you are interested in volunteering, there are sign-up sheets in the book at the front desk. As a volunteer, you are welcome to eat dinner but please sign up so we know how many to prepare for. The volunteer opportunities vary and don't require you to be here all day. You can volunteer to pick people up and bring them to dinner, deliver dinners and assist with dinner preparations, clean up or serving. This is a great way to celebrate the season!

SANTA FOR A SENIOR

Be a Santa to a Senior is a program in which we have participated in past years. We will again this year. There will be a tree in the front lobby with tags to choose from. You purchase the item or items, bring them back with the tags and give them to a staff person. We will keep them until they are picked up. You don't have to wrap the items that will be done for you. Please make note of the deadline that items need to be returned by.

This is a wonderful program that provides needed items and good will to those in need during this special time of year. Thank you to all who choose to participate.

ANNUAL CHRISTMAS PARTY

Save the date! Our annual Christmas Party will be held on Friday, December 7th at 1 pm. Space is limited and you will need to pick up your ticket (no cost) at the front desk. Tickets became available November 26th. There will be food, entertainment, prizes and lots of holiday fun!

GREAT GIFT IDEA

Give a gift that will keep on giving throughout the year. Give the gift of a membership to The Center! It would be a great gift for Christmas. It is a way to encourage someone to check us out. You can also give the gift of renewing a current member's membership.



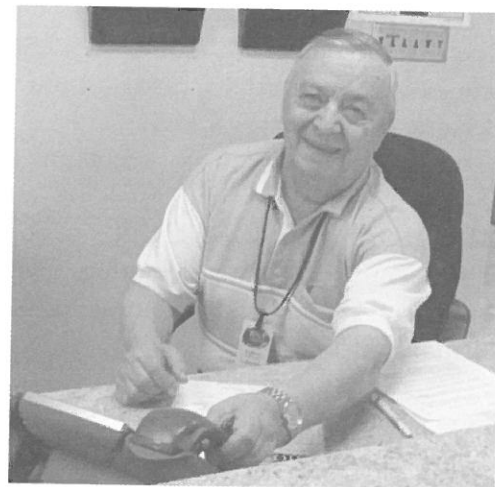
TELECARE

A special service for those who live alone.

Provided by The Center. The Center is offering this free telephone assurance program for people who live alone. TeleCare provides daily contact with a friendly volunteer. This service operates Monday through Friday. As a TeleCare member, you will be called between 8 and 11:30 am. You set up the call time that works best for your schedule and our volunteers will call you to make sure all is well. To qualify for TeleCare all you need to do is fill out an application. Applications are available at The Center. Want more information? Call The Center at 218-829-9345.

THANK YOU

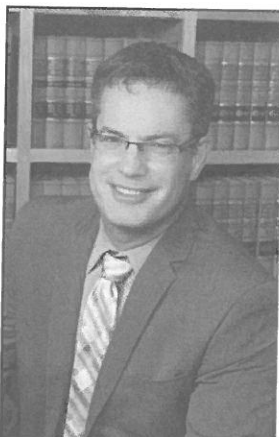
Thank you to the volunteers who have willingly requested the background check form. If you would like a form to fill out, please see DeAnn. If you volunteer and haven't had a background check done see DeAnn.



NOTARY:

Need a document notarized?

We can now do that for you. Stop in to see DeAnn or call ahead to make sure the time works and I will notarize your documents for you.



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AARP DEFENSIVE DRIVING CLASSES

The Center holds two 4-hour Refresher Classes each month on Tuesdays and Thursdays. Cost is: \$15 for AARP Members / \$20 for Non-AARP Members.

Please see the dates below for a time that fits your schedule. Call (218) 829-9345 to sign up.

4-Hour Refresher Classes

Tuesday, December 11, 8:30 am – 12:30 pm

Thursday, December 13, noon – 4 pm

8 Hour Introductory Class

Saturday, February 9, 9 am – 3:30 pm

BIRTHDAY CELEBRATION

The Center will be celebrating December birthdays on Thursday, December 13. Join us for band, dancing and the birthday celebration!

BOARD OF DIRECTOR'S MEETING

The Center's Board of Directors' meeting will be held on December 20, noon, in the Board Room of The Center. Join us and learn how The Center's Board keeps us on track!

LAMINATING

We are now offering laminating. If you have a special memento or project that you would like to have laminated we can now do that for you. There will be a small fee.

THE CENTER CLOTHING

We have clothing with our logo stitched on it for sale! You can choose from polo shirts, tailored shirts, denim shirts, hats, hooded sweatshirts, fleece vests and fleece jackets. Most items are dark green with tan stitching. Samples for sizing are in DeAnn's office along with order sheets. The Center does not make a profit on selling the apparel. We are offering them to you at cost.

ASSOCIATE MEMBERSHIPS

If you are between the age of 45 & 55, you can be an associate member of The Center. Your annual fee will be \$20. You can participate in programs, events and activities just like a member. You can also be a vendor in the Gift Shop.

ASK ANN

Mondays, Board Room from 9 to 11 am

Ann Wiesinger, a retired social worker, is willing to volunteer to provide advice on life's transitions in regard to home care, respite, adult day centers and assisted living options. No advice will be given on Medicare programs; but referrals to services can be made. Take a few minutes and stop in to meet Ann!

TOY MAKERS

We need additional helping hands to generate more toys for children who need them. Don't be intimidated by the idea that you can't make wooden toys. You can. This great group is very welcoming and they will teach you what you need to know. You can do part of the process or develop a toy from beginning to finished product!

The process includes cutting out the toy, sanding, painting, varnishing and packaging. We have a full wood shop with all the equipment that is needed. Join us on Tuesdays, 8 am, 4th floor of The Center. Stop in and meet those who are currently making wooden toys they will share the process with you. See you here!

THE CENTER'S EXTENDED EVENING HOURS

The Center is open in the evening on Tuesdays until 9 pm. Here are the activities that are offered: Bridge in the Great Room, Cribbage in the Game Room, Mahjong in the Card Room, Dominos in the Lobby and Woodcarving on the 4th floor. If any of these activities interest you, come and join us! Pre-sign up is required for Bridge.

THE CENTER'S THEATRE

If you have an interest in joining this theatre group, sign up at the front desk. The group will contact you when they are going to meet again.

PRAYER QUILT MINISTRY

The Prayer Quilt Ministry was started by Rita Tasche in 2009. Since that time a team has joined her and they have made over 2,000 quilts! These quilts are made for anyone with a serious illness or injuries. To request a quilt, Rita's number is 218-839-8913. The group meets on Mondays and Thursdays from 8 am to 4 pm in the conference room on the third floor to pin, sew, cut and tie when they have a name, a prayer is said on each knot. If you would like to help, donate fabric or money for postage and supplies you are welcome to. They are a wonderful example of another group from The Center that gives back to our community.

THE CENTER'S CHOIR

Interested in joining the choir? Please contact Diane Saumer Guidi at 218-454-0268.

CHESS

If you are interested in The Center starting a chess group, please contact Cleon Sundby, 612-384-2670. Cleon will even teach you if you have desire to learn! We look forward to seeing this group begin!

POOL TOURNAMENTS

Tournaments will be held the fourth Tuesday of each month beginning at 1 pm. Individual play will continue until a winner is determined. Everyone is encouraged to participate. Tournaments will be fun, skill building and entertaining! A potluck will be held so bring your favorite snack to share!

The rest of the time, the game room is open for anyone to stop in and play pool or ping pong.

EVENT AND DINNER TICKET CHANGES

Due to the increase in the amount of people signing up for events and meals but not attending or cancelling last minute, we have decided to make a necessary change to our policy. We are going to start selling tickets for each event at The Center's Front Desk. There will still be an information sheet in the activity book and you need to sign up. If you are interested in an event, you may let the front desk volunteer know you wish to purchase a ticket for that event. Along with your receipt showing you paid, you will receive a ticket. When you attend the event, you will want to have your ticket with you to hand to the staff/volunteer. Dawn/Deb will still be keeping a list of who has paid and we will continue to make reminder calls. If you cannot make it to the event that you have paid for, it will become your responsibility to find someone to sell the ticket to. If you have any questions please see DeAnn, Deb or Dawn. This is an effort to keep fun and exciting things going on for all of us here at The Center to enjoy.

RETAIL EXPERIENCE

Do you have retail experience? You are welcome to be a volunteer clerk in our Gift Shop. We schedule you for training with an existing volunteer and you sign up for half day shifts that work for you. It would be great to have you to added into the rotation. Please stop in and see Deb, Dawn or DeAnn.

**WELCOME DEBBIE!**

Debbie Hamilton shares the office staff position. She is familiar because Deb has volunteered on our donut crew for years! When you see Deb, please welcome her!

A note from Debbie: I have 2 daughters, 1 son and 8 grandchildren. My hobbies include camping, biking, hiking, cooking and baking. I enjoy working here for the positive environment that The Center has and the friendly people.

TAILGATE BINGO

Save the Date!!! Sunday, January 27, 2019

CHRISTMAS WISH LIST

As you are doing your holiday shopping, if you want to purchase items for The Center, here are a few ideas. We can always use copier paper, boxes of Kleenex, plain blank letter size envelopes, rolls of paper towels, gallon plastic bags, garbage bags in the small waste can size and the black larger can size, regular and decaf coffee, cases of bottled water, AA batteries, \$50 gas cards that will used for gas for the snow blowers or lawn mowers. We can always use gift cards to grocery stores to get donut supplies also.

If you purchase items on this list, you may just drop them off inside the east alley door, come in and let us know the items are there and we will put them in storage until they are needed. If you purchase gift cards, please give them to Deb, Dawn, Dave or DeAnn and we will keep them stored until they are needed. Thank you.

HOLIDAY CRAFT SHOW & BAKE SALE THANK YOU'S

Thank you to all of the volunteers who made the Craft Show & Bake Sale not only a success but fun at the same time! Thank you also to all of our members who donated their wonderful homemade goodies! The Bake Sale is all profit so it is a great fundraiser for The Center. It was a great day and a fun event for those who came and shopped, ate and socialized! Thank you all!

**CALLING ALL CRIBBAGE PLAYERS**

15 two, 15 four, and a pair is six...sound familiar? If you like the game of cribbage, come join our Cribbage group on Mondays at 1:15 pm in the Card Room. If you want to learn how to play, come early and they'll teach you some of the basics before the competition starts. Bring a buck to throw into the "pot" that the high-scoring player takes home. (Leave the deer skin, we only want US dollars.)

MODEL RAILROAD GROUP

Several years ago, we had a Model Railroad Group that met in an empty store front at Westgate Mall. When the Mall owner rented out the store front, our railroad group lost their home. We have been trying to find space to set up again, but have not found a good fit. If you are interested in joining this group, they meet weekly on Tuesday's at Noon on the 2nd floor.

REMINISCE - THE GOOD OLE DAYS REMINISCENT GROUP

On Monday, December 17, 10:30 am, join us at the end of 2nd floor and bring an item in that you have a memory attached to! Be ready to share with the group!

REUNION CONCERT

February 17, 2019, 2 pm

Remember a few years ago The Center sponsored a dual concert with performances from Diane Saumer & Friends and the Jack Franzen Band? We decided that it was time for a reunion! The Center's Theatre Group will also be added to the list of performers! The concert will be a fundraiser for The Center. Our goal is to sell out! Mid December, you'll be able to purchase your tickets: \$15 for members of The Center, \$18 for nonmembers and children under age 12 are \$5. A great price for three entertainment groups! Get your tickets at the front desk of The Center early as there is a limit of 487!



If you have any suggestions, please let The Center know.

TRIP REFUND POLICY

The policy is clearly written here on this page of the newsletter and a deadline is posted with each bus trip here and in the sign in book at the front desk when you sign up for trips. We try really hard to have our trips be successful for everyone who signs up to go. Sometimes to allow a trip to happen, we have to adjust to a smaller passenger bus, thus, a trip that was priced out for 47 people is now priced out for 30 people and we need to adjust the cost so you have to pay more. If it is past the deadline and we, along with help from you, cannot fill your spot, we cannot refund your money.

We have a great variety of trips planned out for the rest of the year. Sign up, encourage your friends, and experience great shows, sporting events, fairs, festivals or plays without the hassle finding directions, driving and parking.

All trips require advance planning and deposits, therefore we are unable to give refunds to members who cancel after the deadline date. All trips will be offered to the public if not filled by specified deadline dates. If you have any questions please call DeAnn Barry. Thank you for your support.

We are collecting email addresses to send reminders, updates and notification of upcoming events; we hope to implement this process in the near future. If you have already provided your email address Thank You, if not and you would like to please contact DeAnn Barry or Dawn at 829-9345.

**LUNCH & LEARN****Friday, December 28, noon****New Year's Snacks**

Join us in learning from Dave & Bill how to make incredible snacks for celebrating the New Year. Your lunch will be the snacks you make! Come in and have some hands-on fun with food! Get your \$5 ticket at the front desk. Deadline of Wednesday, Dec 26, 4 pm.

VISTA MEMBER SURVEY NEEDS YOUR INPUT

The goal of The Center is to offer programs that are relevant to all members and prospective members. To that end, our VISTA Outreach Specialist, Sue Sterling, is conducting a Member Survey to get input from you regarding activities or programs you would like to see added to our current calendar.

If you have a hobby or interest that you feel would be of interest to more people, please fill out a survey form.

Perhaps you have an interest in motorcycles and would like to have a weekly gab session with other motorcycle enthusiasts, or you like scrapbooking/card making for your personal use, but need creative ideas from others who enjoy it too, then let us know. A writers group has even been suggested. These are just a few ideas. If you feel a specific topic should be shared with our community, we could host a monthly program to discuss that topic.

Please share your ideas on the VISTA Member Survey Form available at the front desk. Sue would be glad to talk to you about it if you wish to discuss your idea in person. You can contact her at 218-454-5055 or email her at Vista@thebrainerdcenter.com.

THE CENTER'S LEGACY FUND**Providing and Protecting The Center's Future**

Funding *The Center's Legacy Fund* is a long term effort. So here is some food for thought. Do you have highly appreciated assets such as stock, lake lots, farmland or jewelry? People often will be in possession of these type of assets and may own them for many years. If they were to sell them it would create such a tax bill that most of the assets would disappear. Taxation is caused by the difference between the cost basis, or in other words, the value at purchase and value at sale. By giving this gift to a non-profit organization (501C3) the donor has the benefit of a tax deduction for the full value of the gift. Example: I purchase 100 shares of Clorox back in 1975 for \$5 dollars a share. Today the price per share is \$190 dollars and with stock splits grew to 200 shares. If I sold the stock, I would have a long term capital gain; $(100 \times 5 = 500 \text{ dollars versus } 200 \times 190 = 38,000)$. The total capital gain would be \$37,500 (38,000 less 500). This would increase my taxes this year showing gain of \$37,500. There are two ways The Center could possibly help, depending upon my needs.

1. I could gift the stock to *The Center*. *The Center* would in turn sell Clorox when appropriate and place it in *The Centers Legacy Fund*. I get a tax deduction of \$38,000 for the gift.
2. Use a Charitable Remainder Uni-trust structure or gift annuity. I want to get a continuing income stream until I die. Upon death the asset value would go to *The Center*. There is a tier tax deduction over several years for me when I first give the gift.

If you would like to discuss *The Center's Legacy Fund* further or would like to make a contribution, please contact DeAnn or one of your Board Members. It can be as easy as donating the amount you choose to be placed into The Center's Legacy Fund. A leaf corresponding to your donation can be placed on the Legacy Tree once it has been imprinted with your message. Remember no gift is too small and every gift helps *The Center*.



THANK YOU

Thank you to all the great volunteers we have at The Center. The Center wouldn't be here without you. We record close to 1,000 volunteer hours each month.

There is a Volunteer Desk in the front lobby of The Center. You will find volunteer opportunities (with explanation on what they do and when), time sheets (to record the number of hours you volunteer) and name tags at the desk. Be sure to stop by often to check on and sign up for the upcoming volunteer opportunities at The Center.

VOLUNTEER OPPORTUNITIES HIGHLIGHTED:

Monday Night Dinner • The Center's Gift Shop

Donut Production • Bingo • Toy Makers

Card Recycling • Front Desk • Prayer Quilts

If you have any questions, please call DeAnn at 218-829-9345.

Volunteers are needed to assist the donut crew on Thursday mornings.

This is a great group of individuals who make many dozens of donuts each Thursday.

The jobs these volunteers would do begin at 3:30 am and end around 7 am.

If you are available and interested in having fun while you're working, contact DeAnn at The Center.

Need help? Call us!

We'll get you connected to services in your community.



1-800-333-2433

LINK TO A LOCAL AGING EXPERT

A Senior LinkAge Line® Senior Advocate, is available to meet you in person. The office is located at Access North 606 NW 5th St Suite A, lower level, Brainerd. Call for an appointment at 1-800-333-2433.

Are You New to Medicare or Want to Know More About it?
Call Senior LinkAge Line® to find out about the free classes being offered in your community.



**THRIVENT
FINANCIAL®**

Connecting faith & finances for good.®

SEASON'S GREETINGS

Wishing you a merry Christmas!



Tara Hemsing Waitalla, FIC, CLTC®
 Financial Associate
 14410 Golf Course Drive, Suite 105
 Baxter, MN 56425
218-454-8272
tara.hemsingwaitalla@thrivent.com
connect.thrivent.com/tara-hemsingwaitalla
Facebook.com/tara.hemsing.thrivent

Appleton, Wisconsin • Minneapolis, Minnesota
 Thrivent.com • 800-847-4836

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WANT TO KNOW HOW TO FIND US?

We are located at 803 Kingwood Street, Brainerd. If you know where Little Caesars Pizza is located, we are one block north. You can also find a map of our location on our website TheBrainerdCenter.com. If all else fails, call us and we will give you directions, 218-829-9345.

CITY OF BRAINERD PUBLIC TRANSIT

The Center is an On Demand Stop for the city bus service. You need to call 218-825-7433 fifteen minutes prior to needing pick up.

WEEKLY BINGO SESSION

Held on Wednesdays in the Great Room. We play Bingo every week. We play hard cards, cost is five cents a card per game; payouts are cash, we play sixteen games. Schedule for Bingo games are on the tables prior to the Bingo event. Bingo begins at 12:30 pm every Wednesday; ending time varies, usually done by 3 pm. Popcorn is available free for all players. Donuts and coffee are also available for purchase during Bingo. Come join us for a great time!



movie MATINEES!

Join us every Friday for afternoon movie matinees! Movies are shown in the Board Room, the last room in the east hallway. We will begin at 1 pm. You will enjoy popcorn too! We will be offering a variety of movies: Action, drama, romance and comedy. If you have a suggestion, or a DVD you would like to loan us, please let us know.

FRIDAY MOVIE MATINEES

If you have light-hearted comedies or dramas you would like to share, please drop them off with the office assistant. We will return them to you once they have been watched. The following is our selection for this month. Come in and enjoy the movie and free popcorn!!

December 7, 2018 - Ocean's Eleven

Starring: George Clooney, Matt Damon, Andy Garcia, Brad Pitt and Julia Roberts

'The plan is set. The rules are clear.' If all goes right for Danny Ocean's grifters, the payoff is \$150 million. Divided by 11. You do the math. George Clooney plays Danny, defying the odds in a split-second heist of three Vegas casinos - all owned by a magnate (Andy Garcia) who is dating Danny's ex-wife (Julia Roberts). A fixer (Brad Pitt), a pickpocket (Matt Damon), a blackjack dealer (Bernie Mac), a flimflammer (Carl Reiner) and others in well-defined roles are with Danny. Are you in or out?

December 14, 2018 - The Bucket List

Starring: Jack Nicholson and Morgan Freeman

'You only live once, so why not go out in style?' That's what two cancer-ward roommates, an irascible billionaire (Jack Nicholson) and a scholarly mechanic (Morgan Freeman), decide when they get the bad news. They compose a bucket list - things to do before you kick the bucket ---- and head off for the around-the-world adventure of their lives. Sky dive? Check. Power a Shelby Mustang around a racetrack? Check. Gaze at the Great Pyramid of Khufu? Check. Discover the joy in their lives before it's too late: Check..

December 21, 2018 - The Best Christmas Pageant Ever

Starring: Loretta Swit

'Beware the Herdmans' They're the nastiest, dirtiest kids you could ever meet....and they've just decided they belong in this year's pageant. But the town thinks they belong in the care of the local police. When the curtain finally goes up, a miracle begins --- and it all turns into....The Best Christmas Pageant Ever!

December 28, 2018 - The Christmas Shoes

Starring: Rob Lowe, Kimberly Williams

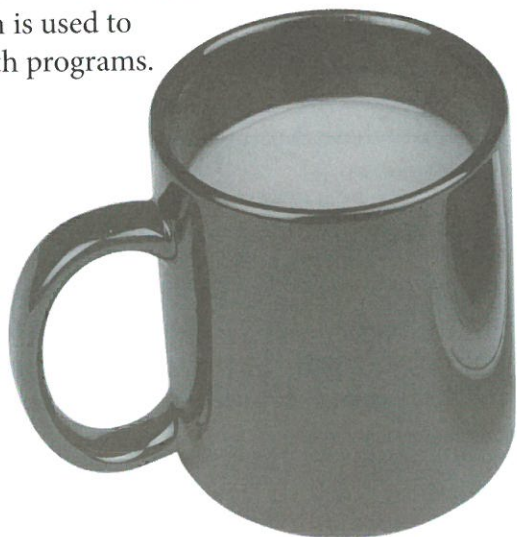
If we're open to it, the smallest of miracles can change our lives. After 10-year-old Nathan Andrews learns that this will be his mother's (Kimberly Williams) last Christmas, he decides to buy her a special gift. As Nathan sets out on his quest, fate puts him in the path of Robert Layton (Rob Lowe), an overworked attorney who has forgotten to take time for his family. It's the boy's love for his mother that inspires Robert to reconnect with what's truly important in his life.

THE CENTER'S MORNING CLUB

Meets from 9:30 to 10:30 am. Wednesday mornings in the Craft Room of The Center. Join us for coffee, donuts and presentations on interesting topics.

You must be a member of The Center to attend. Coffee and a donut are available for a \$1.00 donation.

The donation is used to sponsor youth programs.

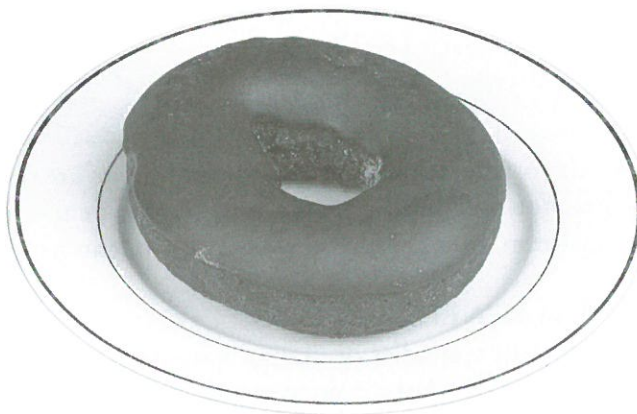


DONUTS AND COFFEE

Join us on Thursday mornings for coffee and donuts from 8:00 to 10:00 am. The donuts are made fresh every Thursday morning. For the low price of \$1.00 you can enjoy a donut and a cup of coffee.

You won't find a better donut anywhere.

Call ahead to order your fresh donuts



morning club programs FOR DECEMBER

December 5- Mona King: overview on spinning and lace making

December 12- Joey Halverson: local photographer who takes amazing photos

December 19- No Meeting

December 26- No Meeting



All in one place.

To learn more, visit
good-sam.com/brainerdlakes.

 **Good Samaritan Society**
COMMUNITIES OF BRAINERD
AND PINE RIVER



All faiths or beliefs are welcome.

... about mail, the real deal, the kind that's delivered to your door by Uncle Sam. As a child we got our mail at the post office in Pequot. The first box number I remember was 325. Going into the post office was exciting to me. In Spring you would hear the chirping of baby chicks in the back waiting to be picked up by the farmer. Sometimes there would be a colored slip in the box. This meant you had a package and you'd take the slip to the window to pick it up.

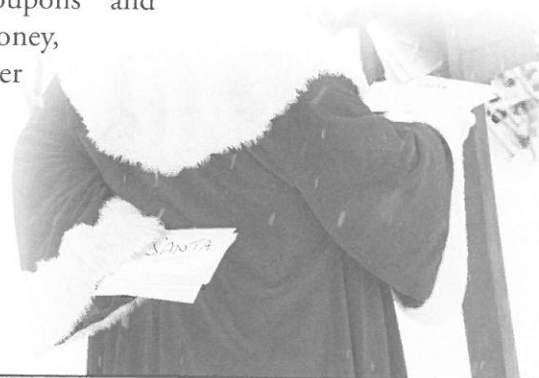
After a post office remodel, our box number was changed to 235, but I think the combination remained the same and I believe I could still open it today. When I was old enough to be deemed responsible, picking up the mail after school and bringing it home was my job.

We are a letter writing family. There are only four of us left, but we still write to each other. Phone calls are easy and we do that a lot, but nothing is as satisfying as opening my mail box and finding a letter from one of my sisters. A letter you can hold in your hand, read it a couple of times, set it aside and a few days later read it again to see if you missed anything. Eventually I put the letter and attachments (there are always attachments – we share newspaper articles, jokes, cartoons) back in the envelope and move it to my desk. When the

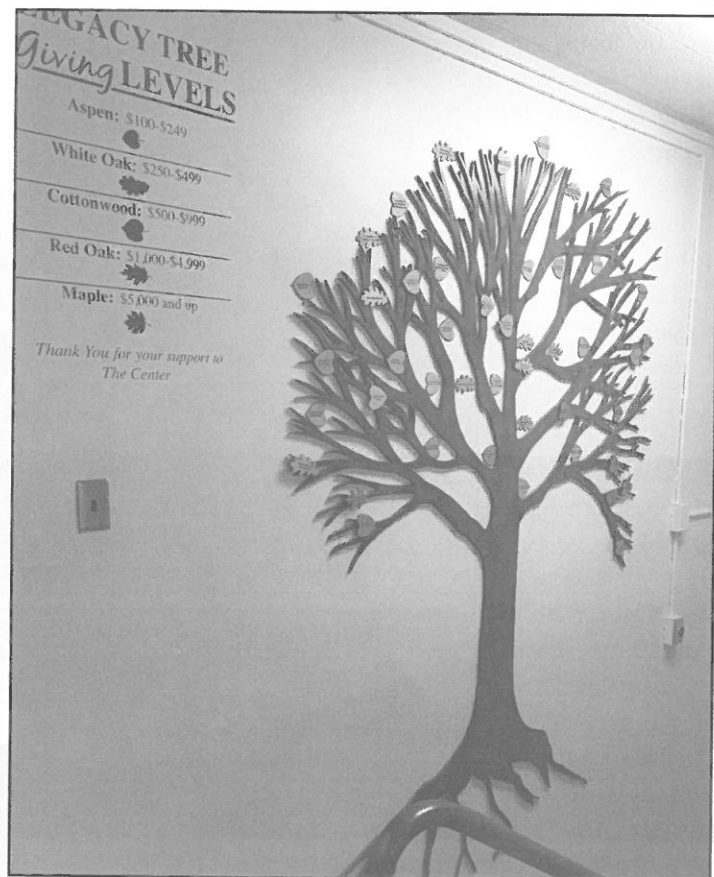
stack there gets too large, I re-read one last time and toss. The current stack numbers 39 so I guess it's time for that final read.

I am pleased that several of the female members of the younger generation of our family have picked up the "real" mail habit. They send emails more often but in the past month I've had real letters from three nieces and one granddaughter.

And then there's junk mail. I know that's probably what is keeping the U.S. Mail afloat, but really! I wish we had a recycle bin out by our rack of mail boxes, then I wouldn't have to carry it all home to sort it out. One day last week I had a huge stack of mail, ten items of which were catalogs, political ads, coupons and solicitations for money, and one real letter from Chiloquin, Oregon – my niece Marcyne. It just made my day! That's what I've been thinking about.



the LEGACY TREE



The Legacy Tree displays leaves that have been purchased to recognized individuals, groups and loved ones. If you haven't taken some time to look at the leaves, I encourage you to. A member of The Center recently purchased a leaf honoring a volunteer! What a wonderful way to recognize someone! It is a double benefit because the funds that are given to purchase leaves are held in an account for future use for The Center. This ensures a place for aging individuals still to come. Please think about how you or your group can honor someone on the Legacy Tree!

NORWEGIAN FOLK PAINTING

Come join Jan and friends on Wednesdays at 9:30 am as she teaches and helps with Rosemaling and folk painting from Norway and Sweden. Beginners welcome!

BINGO

Every Wednesday at 12:30 pm, join us for the FUN!

PROGRESSIVE 500

Tuesdays and Fridays at 1:00 pm.

CRIBBAGE

Is offered each Monday afternoon from 1:15 - 3:30 pm. If you want to learn, they will teach you.

DUPLICATE BRIDGE

Is offered on Tuesday nights beginning at 6 pm. If you are interested, please call Phyllis at 218-828-1607.

**PAINTING COMBO:
ACRYLIC & OILS**

Tuesdays, 1-4 pm, Craft Room
Are you interested in learning acrylic or oil painting? If so, you can join Jean's combo class. Or do you have an acrylic or oil painting project that you started and just haven't finished? Here is your opportunity. The class size will be small so she can give you one on one attention. Jean will instruct and yet allow you to find your artistic balance. Cost for this class is \$6 a week per student. If you have questions, please call Jean at 218-678-2145.

**BEGINNING & INTERMEDIATE
OIL PAINTING CLASS**

Have you wanted to try oil painting or you did try it but didn't have a great experience? Come join Jean Tidhome, a fabulous oil painter, and you will find a new appreciation and passion for oil painting. Class is offered on Tuesday afternoons from 1 to 4 pm in the craft room of The Center. Bring the oil painting supplies that you have and if you don't have any, come and find out what you will need and where you can get supplies. If you have oil painting supplies, here is what to bring: Two flat Masonite boards (you can have them cut at a hardware store or lumber yard), brush cleaner (odorless turpenoid), brushes (a line brush, #2, #4 and #6), and a small container of oil (linseed, walnut or safflower oil - this is optional). Interested? Sign up in the book at the front desk. For additional information call Jean at 218-678-2145, if no answer, leave a message. Let Jean turn you into an "old master" of oil painting!

**ATTENTION ALL MEMBERS:
PLEASE CHECK YOUR
MEMBERSHIP CARDS FOR
EXPIRATION DATES**

It is important for The Center that all members are current on their membership. If you have misplaced or cannot locate your card please contact Dawn or Deb at 218-829-9345 or stop by her office for a replacement card or to check on your expiration date.

AMERICAN MAHJONG

Lessons are offered Monday mornings at 9:30 in the Card Room. Come and learn to play. If you have been in The Center on Wednesdays mornings, you have heard the laughter and bantering that goes on while they are playing. Come join the fun: Regular play days are in the Card Room on Tuesdays at 2 pm, Wednesdays at 9:30 am and Fridays at 12:30 pm.

PARTY BRIDGE GROUP

Plays on Mondays at 12:30 pm. Those interested in joining Party Bridge on Mondays are encouraged to call one week ahead to see if places are available to join a table. Please call Ann at (218) 855-0951.

WATERCOLOR

Begins again. Class is from noon to 3 pm, Thursdays in the Craft Room of The Center. Phyllis Frankum is the instructor. If you have questions about this creative class you can call Phyllis at 218-829-3850.



PLEASE NOTE: When attending a class or activity please sign your name on the activity sheets provided. This information is used to help us obtain grants and funding that are extremely important to the continued success of our Center. Thank you.

SCHEDULE**ZUMBA GOLD - M-F: 9 am • WALKING GROUP - M-F: 10 am • BONE BUILDERS - M-W-F: 11 am****THE CENTER ENERGIZED T-SHIRTS**

Show us where you are wearing your Energized T-Shirts! We want photos of you walking the harbor in Duluth, fishing on Gull Lake or reading on your deck. Let's see how many places The Center's Energized T-Shirts can go! Turn your photos into DeAnn or Dawn or "like us" on Facebook and post them there!

ZUMBA GOLD

This has become the exercise program of choice! Everyone loves Zumba! Wonderful Latin music, easy dance steps and a great workout! Stop in and join the group: every day at 9 am. We would love to have you!

CHAIR YOGA

Join us for chair yoga! We will be meeting in the Great Room at 4:30 pm on Tuesdays! Trish Keating will be your instructor! We are excited to offer this new activity for you!

BONE BUILDERS

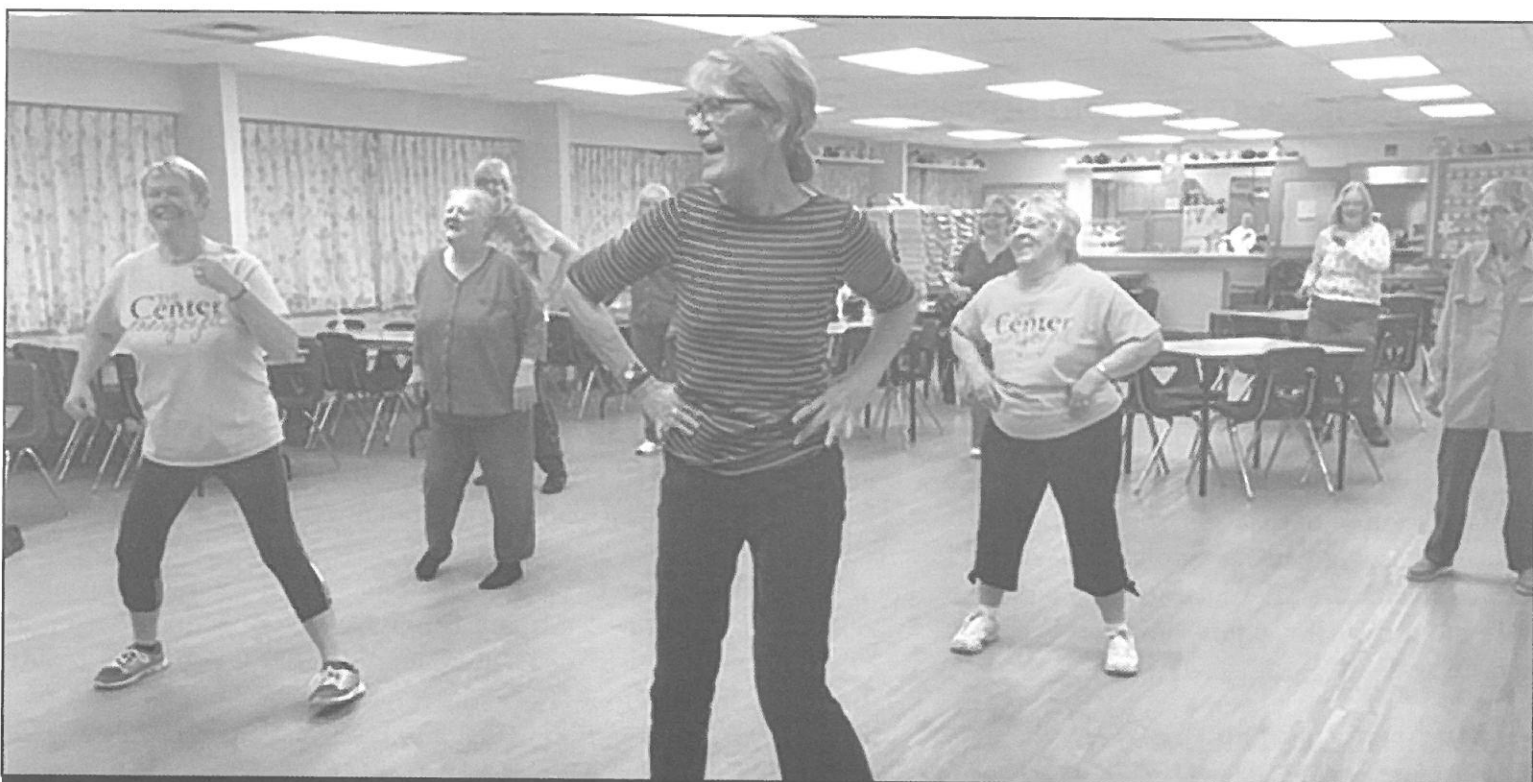
Osteoporosis Exercise Program

This low impact exercise program relies upon weight training to protect against fractures caused by osteoporosis by increasing muscular strength and bone density.

Helga Fleischhacker leads this low impact exercise program. Thanks Helga!

WELLNESS ROOMS ON 4TH FLOOR

If you are interested in being trained on the equipment or would like a tour to see what equipment we have, please let DeAnn or staff know. This equipment is here for our members to use and is available Monday through Friday, 7 am to 4 pm. There is a cardio room with tread mills, bikes, rower, weights and more. The balance room has exercise balls of various sizes, bosu ball, rowers and more. There is no additional fee to use this equipment, your membership is all you need (and a little motivation!!).

**WHAT NEW GROUPS WOULD YOU LIKE TO SEE?**

Bike Club, Motorcycle Club, Fishing League, Stamp Collecting or something else?

We have a new sheet in our book at the front desk to make suggestions.
When enough people sign up for a particular interest we can try to start something new.
Please sign up at the front desk.

KNITTING GROUP

The Center's Knitting Group meets on Wednesdays at 10 am in the Board Room. This group is open to all needle workers including knitters, crocheters, needle pointers or embroiderers. Come join us as we work on our projects. Have an interest in learning how to knit? Stop in and we will get you started, it begins with one stitch at a time!

DUE TO THE COST OF POSTAGE

If you have chosen to mail in your membership renewal, we will not be sending updated membership cards out to you. There will be a small box, with alphabetized cards and your renewed membership cards will be filed there at the front desk. You can pick it up the next time you are in The Center.

EMAIL

We now are collecting email addresses of our members. Just an easier way that we may choose to contact you in the future for events that we may have going on. If you are willing to let us add your email address to our data base, please stop in and give us a note with it written out, include your first and last name also. Please print so that we can enter it correctly. Thank you.

ATTENTION BOOK LOVERS AND DONORS!

The Center is no longer accepting donations of Harlequin/Love Inspired novels, teaching materials or science-oriented books. Your generous donations have been appreciated but more space is needed on the bookshelves to satisfy member requests for more popular non-fiction.

WHIST

Here is your chance to learn to play Whist. On the Fridays of December 7 and 14, there will be classes on beginning Whist. Class will begin at 9 am in the card room. Whist is an easy game to learn so one class maybe all that is necessary for you to begin playing with the group at 10 am. Please call The Center's front desk if you plan to attend so we know how many to expect. If you just show up, we can make that work too! See you here!

HOURS THE CENTER IS OPEN:

Monday, Wednesday, Thursday and Friday we are open from 7 am to 4 pm. Tuesday we are open from 7 am to 9 pm.

FIRE HYDRANT

For your information, there is a fire hydrant located on 8th Street on the west side of the building. Parking is prohibited 15' before and after a fire hydrant. Several times in the past, individuals who have parked next to it have received \$25 parking violation tickets. Please keep this in mind when you park along 8th Street.

BOOK CLUB

Book Club meeting is held on the third Wednesday at 10:30 am. Their meeting location is the Board Butcher's Room on fourth floor! Stop in and join this group as they read a variety of books, have a light hearted discussion and receive a new book for the next month. See you up on 4th floor!

SCRABBLE

Scrabble is held each Thursday at 1 pm in the Card Room. Bring your dictionary and be ready to match wits with other players for the highest score! You will have fun while learning new words!

BUSINESS DISCOUNT LIST

Please stop at the front desk and pick up a new Business Discount list. The Center's Membership/Mentor Committee has worked hard to update the list. Please use it at the businesses that are participating and thank them for their support.

ROOM USAGE

The staff does our best to schedule activities, events and programs in our various rooms. There are times, the Great Room especially, where three to four scheduled activities happen in one day. We appreciate your patience, understanding and flexible attitudes when your group has to be moved or when activities overlap. As we grow, offer additional programs that our members suggest; this may happen more. We utilize the rooms we have to the best of our ability; you may not get the same room, but you will have a space to enjoy your activity, socialize and meet new friends and participate in what The Center has to offer. Many communities would love to have what we sometimes take for granted.

FACEBOOK AND SMARTPHONE HELP IS HERE FOR THE DIGITALLY DEFICIENT

Is your smartphone smarter than you? Are you losing face on Facebook? Sue Sterling, our new VISTA, can help. Digital devices can be perplexing for many, so if you want to connect with your friends and family better, call Sue and set up an appointment for a half-hour one-on-one lesson in our facility. Call the front desk and ask for Sue. She will schedule a time to meet with you that fits both of your schedules. (Sue is not familiar with iPhones/Apple devices, but is quite knowledgeable on Android smartphones.)

**INTERESTED IN FACEBOOK**

Call Sue at 218-454-5055

DECEMBER 2018

The Center • 803 Kingwood St., Brainerd • 829-9345 • 8am - 4pm

Monday	Tuesday	Wednesday	Thursday	Friday
3 Card Recyclers 8-12 Exercise Rooms 8-4 Prayer Quilters 8-4 Zumba 9 Advice from Ann 9-11 Mahjong Lessons 9:30 Bone Builders 11 Party Bridge 12:30 Cribbage 1:15	4 Open Craft 8 Exercise Rooms 8-4 Toymakers 8 Gift Shop Meeting 9 Zumba 9 Doll Makers 10-1 Model Railroad Group 12 Dominos 12:30 Progressive 500 1 Acrylic/Oil Painting 1 Mahjong 2 Chair Yoga 4:30 Dominos 5 Duplicate Bridge 6	5 Exercise Rooms 8-4 Hand & Foot 9 Rosemaling 9 Zumba 9 Morning Group 9:30 Mahjong 9:30 Knitting 10 Bone Builders 11 Bingo 12:30 Choir 3	6 Donut Day 8 Exercise Rooms 8-4 Prayer Quilters 8-4 Wood Carving 9 Zumba 9 Free Blood Pressure 10:30 Music & Dancing 11:30 Watercolor 12-3 Scrabble 1	7 Card Recyclers 8-12 Exercise Rooms 8-4 Zumba 9 Whist 10 Bridge Lessons 10-12 Creative Coloring 10-12 Bone Builders 11 Center Christmas Party 1 Progressive 500 1 Mahjong 12:30 Movie Matinee 1
10 Card Recyclers 8-12 Exercise Rooms 8-4 Prayer Quilters 8-4 Zumba 9 Advice from Ann 9-11 Mahjong Lessons 9:30 Bone Builders 11 Party Bridge 12:30 Cribbage 1:15 Monthly Dinner 5	11 Open Craft 8 Exercise Rooms 8-4 Toymakers 8 Smart Drivers 8:30-12:30 Zumba 9 Doll Makers 10-1 Model Railroad Group 12 Dominos 12:30 Progressive 500 1 Acrylic/Oil Painting 1 Mahjong 2 Chair Yoga 4:30 Dominos 5 Duplicate Bridge 6	12 Exercise Rooms 8-4 Hand & Foot 9 Rosemaling 9 Zumba 9 Morning Group 9:30 Mahjong 9:30 Knitting 10 Bone Builders 11 Bingo 12:30 Choir 3	13 Donut Day 8 Exercise Rooms 8-4 Prayer Quilters 8-4 Wood Carving 9 Zumba 9 Free Blood Pressure 10:30 Music & Dancing 11:30 Watercolor 12-3 Smart Drivers 12-4 Scrabble 1	14 Card Recyclers 8-12 Exercise Rooms 8-4 Zumba 9 Whist 10 Bridge Lessons 10-12 Creative Coloring 10-12 Bone Builders 11 Progressive 500 1 Mahjong 12:30 Movie Matinee 1
17 Card Recyclers 8-12 Exercise Rooms 8-4 Prayer Quilters 8-4 Zumba 9 Advice from Ann 9-11 Mahjong Lessons 9:30 Legal Aide 9:30-2 Reminisce 10:30 Bone Builders 11 Party Bridge 12:30 Cribbage 1:15	18 Open Craft 8 Exercise Rooms 8-4 Toymakers 8 Zumba 9 Doll Makers 10-1 Model Railroad Group 12 Dominos 12:30 Progressive 500 1 Acrylic/Oil Painting 1 Mahjong 2 Chair Yoga 4:30 Dominos 5 Duplicate Bridge 6	19 CWC Coordinators 8 Exercise Rooms 8-4 Hand & Foot 9 Rosemaling 9 Zumba 9 Morning Group 9:30 Mahjong 9:30 Knitting 10 Book Club 10:30 Bone Builders 11 Bingo 12:30 Choir 3	20 Donut Day 8 Exercise Rooms 8-4 Prayer Quilters 8-4 Wood Carving 9 Zumba 9 Free Blood Pressure 10:30 Mentor Group 10:30 Music & Dancing 11:30 Board Meeting 12 Watercolor 12-3 Scrabble 1	21 Card Recyclers 8-12 Exercise Rooms 8-4 Zumba 9 Whist 10 Bridge Lessons 10-12 Creative Coloring 10-12 Bone Builders 11 Progressive 500 1 Mahjong 12:30 Movie Matinee 1
Center Closed For Holidays	Center Christmas Day Dinner	26 Exercise Rooms 8-4 Hand & Foot 9 Rosemaling 9 Zumba 9 Morning Group 9:30 Mahjong 9:30 Knitting 10 Bone Builders 11 Bingo 12:30 Choir 3	27 Donut Day 8 Exercise Rooms 8-4 Prayer Quilters 8-4 Wood Carving 8 Zumba 9 Free Blood Pressure 10:30 Music & Dance 11:30 Watercolor 12-3 Scrabble 1	28 Card Recyclers 8-12 Exercise Rooms 8-4 Zumba 9 Whist 10 Bridge Lessons 10-12 Creative Coloring 10-12 Bone Builders 11 Lunch & Learn 12 Progressive 500 1 Mahjong 12:30 Movie Matinee 1
31 Card Recyclers 8-12 Exercise Rooms 8-4 Prayer Quilters 8-4 Zumba 9 Advice from Ann 9-11 Mahjong Lessons 9:30 Bone Builders 11 Party Bridge 12:30 Cribbage 1:15	December 2018	May The New Year Find You Healthy & Happy		Like us on  Find us under The Brainerd Center

THE CENTER'S GIFT SHOP VENDORS

We need volunteers in the Gift Shop. According to the Gift Shop [Vendor] Consignment Agreement, item 11: The Gift Shop requests that all able vendors volunteer 3 hours a month in the Gift Shop. Please stop in and sign up for a shift on the calendar in the Gift Shop.

We have taken some time to sort through items and have put the crafts that are outdated in the storage room. Please stop in and check the storage area for your outdated crafts. There are bags with your vendor number written on them for you to pick up.

Just a note for vendors. You are responsible to keep track of the dates on your crafts and should be checking as to when they should be removed from the Gift Shop.

**DON'T FORGET TO PURCHASE YOUR BIRTHDAY, ANNIVERSARY
AND GET WELL CARDS IN THE GIFT SHOP.
*EACH ONE IS A WORK OF ART AND A GREAT PRICE!***



YOUR GIFT SHOP

**LOOKING FOR THAT CHRISTMAS
GIFT FOR THAT SPECIAL PERSON?**

Come visit our Gift Shop we have many
Christmas gifts items to choose from.



GIFT SHOP VENDORS

If you would like to become a vendor, new vendors are always welcome. The only guidelines are that you must be 45 years old, a member of The Center and have filled out a consignment agreement. All items in the The Center's Gift Shop must be hand crafted by the person who has signed the consignment agreement. Vendors are to mark their own items.

You may pick up tags and a price list at the Gift Shop anytime. Bring your marked items into the Gift Shop clerk and you must have a vendor list receipt.

GIFT SHOP VENDOR & VOLUNTEERS: Monthly earnings are available in the Gift Shop.

2019 GIFT SHOP MEETINGS

Dates for quarterly Gift Shop meetings for 2019 are: March 5, June 4, September 3 and December 3. All dates are the first Tuesday of each month. Meetings will be held at 9 am. We understand if vendors cannot make it to all four meetings, but we need you to attend. At these meetings we discuss how the Gift Shop is doing financially, but more importantly, how it is doing over all; are volunteer shifts covered, are there ideas on doing things more efficiently, are there things that we should be doing that we are not doing. We encourage new ideas and talk them through at these meetings. Please check the calendar in the Gift Shop for open shifts. If we struggle to fill the calendar, we may be calling. Training to be a Gift Shop volunteer clerk takes about an hour, there is a volunteer job description and staff is always here for your questions. It is to your advantage to have the shifts on the calendar full, we cannot sell your hand crafted items if the Gift Shop is not open.



Annual Raffle Winners!



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Holiday Craft Show & Bake Sale was a huge success! Thank you to all who volunteered!



Veteran Event on Monday, Nov 12 was very nice. Thank you to all the organizations that assisted in making it happen! Thank you to all of you served!



Pints for a Purpose was a great fundraiser for The Center. Just over \$700 was raised! Thank all of you who donated, attended and special thanks to Papa Murphys for donating all the proceeds from pizza donations!



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TRIPS, BANKING BENEFITS AND MORE!

JANUARY 18

Movie Day at Sunset Cinema in Jenkins

Enjoy a movie with friends. Cost is \$5 which includes movie, popcorn and soft drink. Please bring an item for the local food shelf.

FEBRUARY 19 1 P.M.

BINGO at the Brainerd Chamber.

MARCH 19 1 P.M.

Painting Day in Crosslake

Paint an 11x14 canvas of *Cardinal & Berries*. No experience needed to create a wall-worthy masterpiece! Cost is \$44. RSVP by March 17.

APRIL 26-27

Twin Cities Theatre Trip provides transportation, lodging and two great shows—*Mama Mia!* at Chanhassen Dinner Theatre and *Hello, Dolly!* at the Orpheum. Cost is \$375 per person/double occupancy.

MAY 29-JUNE 7, 2019

Pacific Coast Adventure featuring Seattle, Portland and San Francisco

AUGUST 13-24, 2019

Alaska Tour & Cruise experience Alaska by air, land, rail, and sea

50^{plus} CLUB

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CROSSLAKE

Susie Lande (218) 316-3775

Susan.Lande@riverwoodbank.com



BAXTER

Nancy Laughton (218) 316-3783

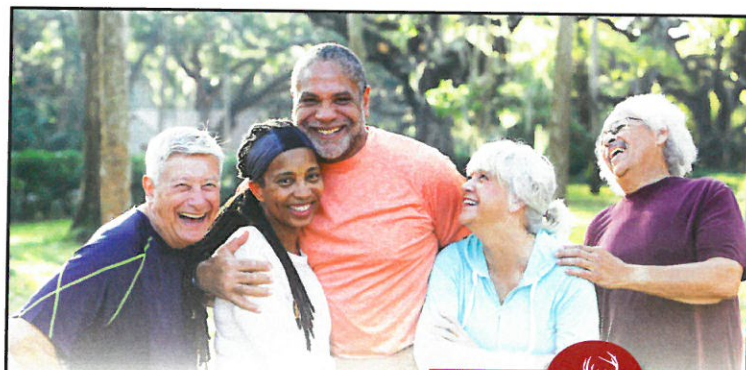
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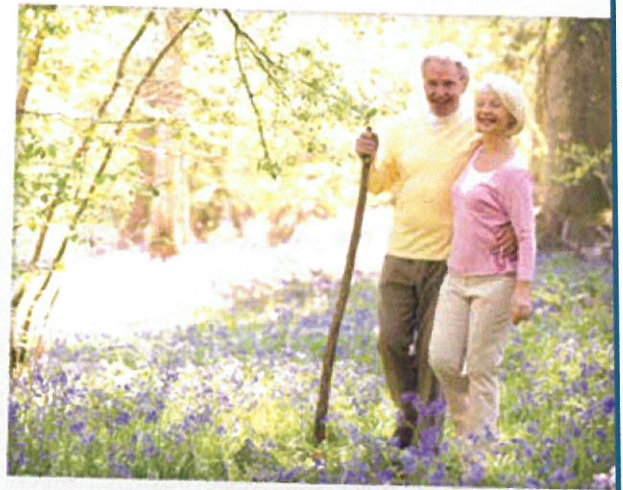
(218) 454-7600 cuyunamed.org

CRMC
CUYUNA REGIONAL
MEDICAL CENTER
Crosby - Longville - Baxter

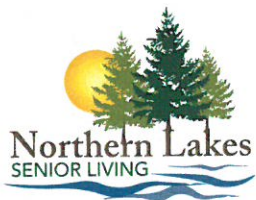
VIBRANT SENIOR LIVING IN A BEAUTIFUL SETTING.

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- A calendar full of activity options and an activity van for group outings
- Weekly housekeeping and laundry services
- Community rooms and common areas to host your family & friends
- Outdoor common areas with a Paul Bunyan Trail view
- A bistro with outdoor seating that is open to the public every weekday
- Trained care staff on-site 24-hours every day
- Stay-By-The-Day Memory Care services for families with respite needs



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Join the Family



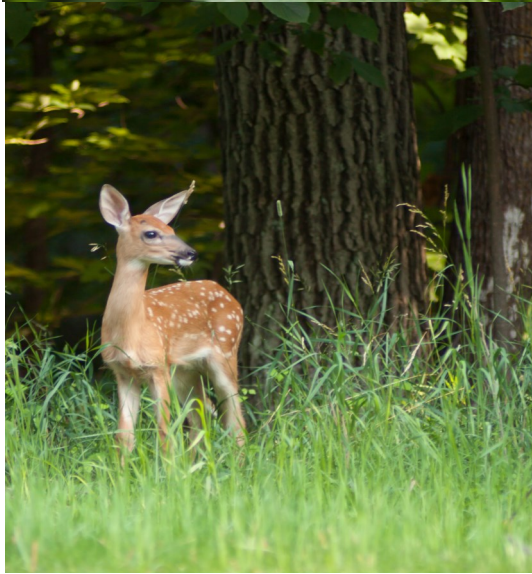


Brainerd City Council Agenda Request

Requested Meeting Date: January 7, 2019

Title of Item: Annual Report from the Northland Arboretum

☒ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Administration
Presenter (Name & Title): Vicki Foss, ARB Director	Estimated Time Needed: 10 minutes
Summary of Issue: Pursuant to City Charter Chapter 3; Section 54-H, we will receive from the "Arb" an annual report which includes the current financial statement. Ms. Foss will summarize activities of the past year and offer status reports on all other activities.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: None requested.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



2018 Annual Report

Our People...

Board of Directors



Linda S. Hanson
President
Stifel Nicolaus – Retired



Jana Froemming
Vice President
Positive Reality



David A. Rahrman, CPA
Treasurer
CliftonLarsonAllen



Judy Morgan
Secretary
Aon Risk Solutions – Retired



Heather Baird
MN DNR



Tim A. Bogenschutz
Brainerd Dispatch-- Retired



Michelle Francis
The Raboin & Francis Law Firm, LTD



Jackie Froemming
U of M Extension



Paula Persons
MW Persons & Associates Inc.



Bryan Pike
Natural Resources Manager,
Crow Wing County



Mary Claire Ryan
BNSC/Brainerd Ski Team Coach



Sarah Pennington
MN DNR, Habitat Specialist



Richard Tyner
L&M Steel --Retired

Ex-Officio Members

Sue Hilgart - City of Brainerd – City Council
Darrel Olson - City of Baxter - Mayor

Northland Arboretum Staff

Vicki Foss - Executive Director
Nancy Cross -Bookkeeping
Sue Bell - Volunteer Coordinator
Kelly Hughes - Administrative
Doug Manthey - Grounds/Maintenance
Lisa Kubichek - Grounds/Maintenance
Brandon Oryniec - Grounds/Maintenance
DeAnn Caddy - Education Intern

2019 Annual Meeting Outcomes

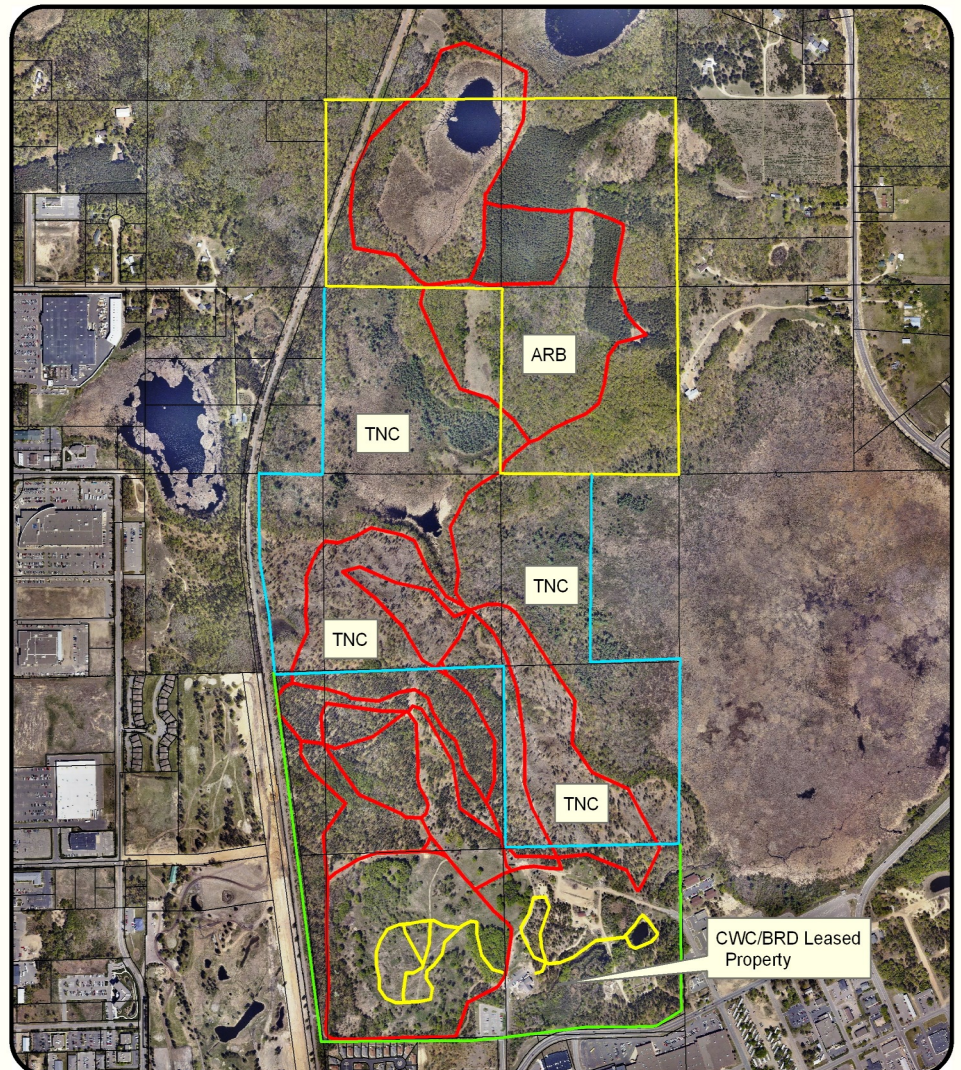
Annual Membership Meeting was held on October 27th, 2018.

Budget was approved for 2019 — \$320,000

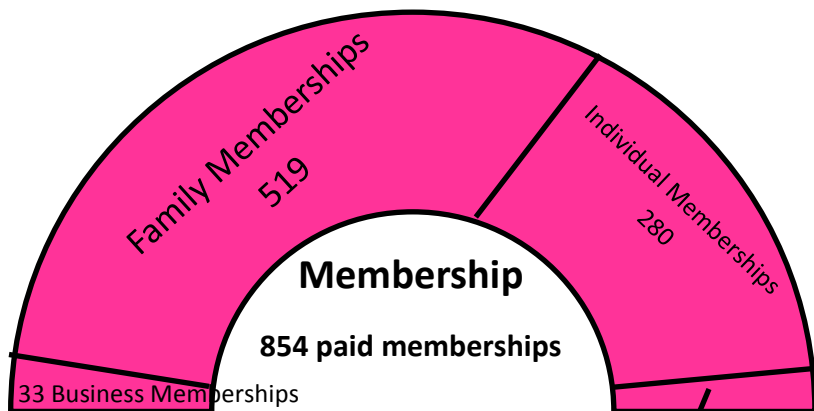
Areas we will be focusing on this upcoming year include:

- Additional outdoor winter recreation events: full moon snow shoeing, hikes & skiing
- Adding an outhouse to North Star Trail
- Creating a walking/hiking adventure club for all ages
- Art on the trails
- Creating specific pollinator gardens
- Creating more interpretive signage
- Winter bird feeding stations on fitness/snowshoe trails
- Natural Playground
- Increased educational offerings, especially for school field trips and summer education
- Finish the amphitheater area.
- Create a screened in area for educational use
- Obtain Regional Park Status
- Develop a business plan for snowshoe/ski rentals at the Arb

Northland Arboretum



2018 YEAR IN REVIEW



**More than 500 former members who have not renewed since 2016 or later.

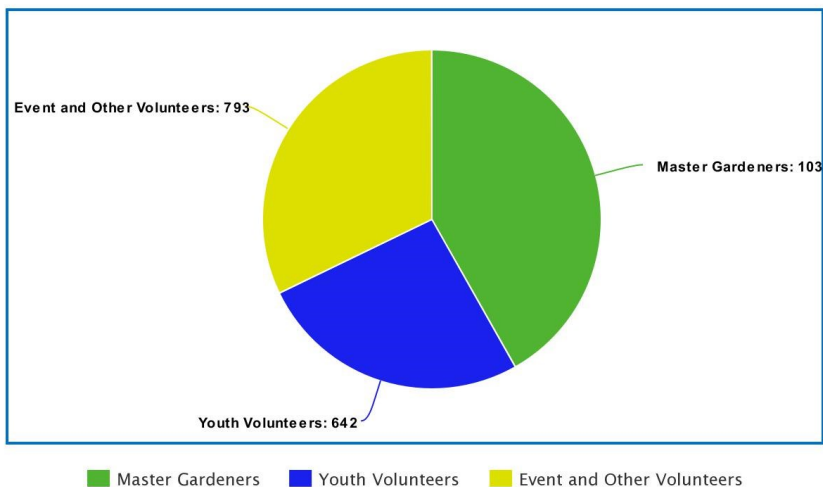
Lifetime Memberships,
Student Memberships,
Dog Memberships

Event Highlights

- Haunted Trail 2017, Arbor Day Beer and Wine Tastings, and Sour Grapes Half Marathon Event
- 10 Weddings/Receptions 22 open houses held on the grounds and/or in the Visitor Center
- Family Education Day, STEM Camp — Outdoor Education, and many adult education events, weekly educational talks during summer months
- 2 High School Nordic Ski Races and Lumberjack Jaunt
- Public Lands Day
- First ever Art Walk with the Crossing Arts Alliance
- Named “Best Wedding/Party Venue” in the Brainerd Lakes Area by the Brainerd Dispatch

Volunteers

Volunteer Hours



**Total Hours Donated to
Northland Arboretum: 2466.**

The estimated value of volunteer time for 2016 is \$24.14 per hour, according to “[Independent Sector](#)”, a coalition of charities, foundations, corporations, and individuals that publishes research important to the nonprofit sector.

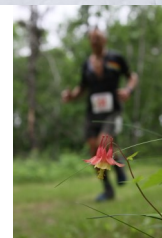
$\$24.14 \times 2466 \text{ hours} = \$59,529.24$ donated to the Arb!

Source: Volunteer sign in sheet in the Visitor Center. Don't forget to sign in when you volunteer! We know there were many more people who gave time, talents and treasures, but are not represented on the graph.



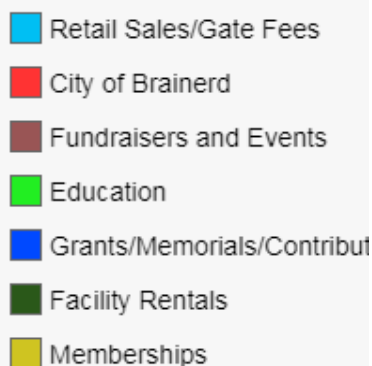
2018 Projects

- Created separate snowshoe and winter walking trails in the Arb separate from groomed ski trails.
- Upgraded security in and around Visitors Center and parking lot
- Jenna Lee, Girl Scout Gold Award Project, waxing shed moved and repurposed.
- Andrew Bontjes, Boy Scout Eagle Project, Veteran's Pavilion by the East Gate.
- New Lawn Mower
- Lower Level of the Visitor Center was painted and made more inviting.
- Computer systems upgraded including credit card purchase machine.
- G101 Garden Expansion and pollinator gardens
- Youth Orchard planted with a few more spaces available



Arboretum Income and Revenue

2018 Fiscal year
October to September



Thank You for being a member of the Northland Arboretum and coming to the Annual Membership Meeting.

Groups that Partner with Arb in Mission

CWC Master Gardeners
Brainerd Lakes Area Audubon Society
Bee-Nay-She Bird Council
Brainerd Nordic Ski Club
Paul Bunyan Cyclists
Brainerd Garden Club
MN Master Naturalists
North Central Bee Keepers
Focal Point Photography Club
ISD 181

**Brainerd, MN
December 17, 2018**

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

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

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

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO AMEND THE CONSENT CALENDAR BY ADDING THE OFF-SALE LIQUOR LICENSE APPLICATION FOR SILVERSTRAND INC. DBA PINE LIQUOR.

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

A. Approval of the Minutes of the Regular Meeting held on December 3, 2018, the Joint Meeting with ISD181 held on December 4, 2018 and the Budget Workshop held on December 10, 2018 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 1 – New, 69 – Renewals
Garbage Hauler's License - 1 Renewal
Taxi Licenses – 2 – Renewals
Tobacco Licenses – 23 – Renewals
Second Hand Auto Licenses – 8 – Renewals
Pawnbrokers Licenses – 2 – Renewals
Second Hand Goods Licenses – 2 – Renewals

C. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

D. Adopt Resolution Accepting Donations & Contributions for the 3rd Quarter 2018 – Adopted by Resolution No. 57:18

E. Memorandum of Agreement for Arvidson to Serve as Interim Building Official - Approved

F. Resignation of Paid On Call Firefighter White – Approved

G. Resolution Designating Polling Locations for 2019 – Adopted by Resolution No. 58:18

H. (Added Item) Off-Sale Liquor License Application – Submitted by Silverstrand Inc. dba Pine Liquor, 3325 Oak Street, Brainerd - Approved

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

Council Committee Reports

Safety and Public Works Committee Report

Improvement 17- 08 – Winter Tree Clearing Quotes - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE QUOTE FROM MIKE'S TREE SERVICE FOR A TOTAL LUMP SUM AMOUNT OF \$8,200 TO REMOVE THE TREES AS PART OF THE GARFIELD SAFE ROUTES TO SCHOOL PROJECT.

Event/Street Closure Application – Tour of the Lakes Bike Ride - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR TOUR OF THE LAKES BIKE RIDE ON JUNE 1, 2019 WITH THE CONDITION THAT THE APPLICANT ORGANIZE ANY REQUESTS FOR TRAFFIC CONTROL WITH THE ENGINEERING DEPARTMENT AND THE POLICE DEPARTMENT.

Resolution – Cooperative Agreement with Crow Wing County for Facility Maintenance Services – Adopted by Resolution No. 59:18

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO ACCEPT STAFF'S RECOMMENDATION AND ADOPT A RESOLUTION TO ENTER INTO A COOPERATIVE AGREEMENT FOR 2019 WITH CROW WING COUNTY FOR THE GENERAL MAINTENANCE, TECHNICAL MAINTENANCE AND ADMINISTRATIVE SUPPORT SERVICES AS IT RELATES TO THE CITY OF BRAINERD FACILITY MAINTENANCE.

Council discussion took place.

RESOLUTION NO. 59:18

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

Resolutions – Transportation Alternatives Application – State Highway 25 Trail Connection from 28th Street SE to 5th Avenue NE - Adopted by Resolutions No. 60:18 and 61:18

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ACCEPT STAFF'S RECOMMENDATION AND ADOPT A RESOLUTION FOR AGREEING TO MAINTAIN THE FACILITY FOR TRANSPORTATION ALTERNATIVES FUNDING RELATED TO TRAIL CONSTRUCTION ON TRUNK HIGHWAY 25 BETWEEN 5TH AVENUE NE AND 28TH STREET SE.

RESOLUTION NO. 60:18

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX DESIGNATING THE CITY OF BRAINERD AS THE SPONSOR FOR THE TRANSPORTATION ALTERNATIVES FUNDING RELATED TO TRAIL CONSTRUCTION ON TRUNK HIGHWAY 25 BETWEEN 5TH AVENUE NE AND 28TH STREET SE.

RESOLUTION NO. 61:18

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

Stop Sign Request – N 5th Street and Holly Street Intersection - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO CONTRADICT STAFF'S RECOMMENDATION TO DENY AND APPROVE THE STOP SIGN REQUEST FOR THE NORTH 5TH STREET AND HOLLY STREET INTERSECTION.

City Engineer Sandy explained the criteria that is followed when making decisions on stop sign placement.

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

Buffalo Hills Lane Assessment Discussion - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO ACCEPT STAFF'S RECOMMENDATION TO ASSESS THE BUFFALO HILLS LANE RECONSTRUCTION PROJECT PER THE CITY ASSESSMENT POLICY AND TO PROVIDE A 50% RELIEF OF THE PER ORIGINAL PLATTED PARCEL ASSESSMENT COST TO PROPERTIES WITH TWO POINTS OF INGRESS AND EGRESS.

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

Transportation Network Company Licensure and Regulation Discussion – Direction Provided

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO DIRECT THE ISSUE TO STAFF FOR FURTHER INVESTIGATION.

Committee Chair Bevans stated this topic is a large concern throughout the state and further research is needed prior to taking action.

Personnel and Finance Committee Report

Approval of Bills - Approved

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

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

2019 Parks Facility Fee and Pay Schedule - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE 2019 PARKS FACILITY FEE SCHEDULE AND SEASONAL EMPLOYEE PAY RATES AS PRESENTED.

Mill Avenue Park and Memorial Park Parking Lot Leases – Informational

Committee Chair Johnson stated further negotiating is taking place with the land owner to reach an agreement.

Renewal of City Prosecution Agreement with Mallie Law Office - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE PROSECUTION AGREEMENT WITH MALLIE LAW OFFICE, P.A. AND AUTHORIZE EXECUTION OF THE DOCUMENT AS PRESENTED.

Unfinished Business

Committee Recommendations – Recommended by Mayor Menk

- A. Charter Commission – Jeff Czczok – Term to Expire 12/31/2022
- B. Charter Commission – Jan Burton – Term to Expire 12/31/2022
- C. Brainerd HRA – Rebekah Kent – Term to Expire 12/31/2023
- D. Library Board – Karen Strobel – Term to Expire 12/31/2021
- E. Parks and Rec Board – Kevin Yeager – Term to Expire 12/31/2023
- F. Public Utilities Commission – Tad Johnson – Term to Expire 12/31/2023
- G. Rental Dwelling Board of Appeals
 - 1. Residential Property Manager Representative – Michael Duval – Term to Expire 12/31/2020
 - 2. Residential Property Manager Representative – Rick Fargo – Term to Expire 12/31/2020
 - 3. Rental Housing Advocate – Rachel Zetah – Term to Expire 12/31/2020
- H. Transportation Advisory Committee (TAC) – Rachel Zetah – Term to Expire 12/31/2020
- I. Transportation Advisory Committee (TAC) – Mary Koep – Term to Expire 12/31/2019

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPOINT THE COMMITTEE MEMBERS AS PRESENTED.

Committee Recommendations – Recommended by Council President

- A. Airport Commission – Staci Headley – Term to Expire 12/31/2021
- B. Planning Commission – Michael Duval – Term to Expire 12/31/2021
- C. Police & Fire Civil Service Commission – Cathy Gray – Term to Expire 12/31/2021

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPOINT THE COMMITTEE MEMBERS AS PRESENTED.

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)

- Cable TV Advisory Committee – 2 terms (Expire 2021)
- Charter Commission – 1 term (Expire 2021) – 1 term (Expire 2022)
- Transportation Advisory Committee – 1 term (Expire 2019) – 1 term (Expire 2021)
- Rental Dwelling Board of Appeals – 2 terms (see below) (Expire 2020)
 - 1. *Tenant Representative (1)*
 - 2. *General Public Representative (1)*

Council President Recommended: (all terms expire 12/31 of said year)
Planning Commission – 2 terms (Expire 2021)

New Business

2019 Levy and Budget – Adopted by Resolution No. 62:18

MOVED AND SECONDED BY ALDERMEN BEVANS AND STUNEK TO ADOPT A RESOLUTION SETTING THE CITY AND HRA LEVIES FOR 2019 WITH A \$6% INCREASE FOR THE CITY.

Council discussion took place.

Upon roll call, members Stunek, Bevans and Pritschet voted “aye.” Members Badeaux, Johnson, Hilgart and Lambert voted “nay.” The Chair declared the motion failed.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO DIRECT STAFF TO ABANDON PLANS FOR A NEW CITY HALL BUILDING AND TO RESEARCH EFFICIENCIES WITHIN THE DEPARTMENTS AND RENOVATE THE CURRENT BUILDINGS.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX TO ADOPT A RESOLUTION SETTING THE CITY AND HRA LEVIES FOR 2019 AT \$5,895,572 (6% INCREASE) FOR THE CITY.

RESOLUTION NO. 62:18

Upon roll call, members Stunek, Bevans, Badeaux, Hilgart, Lambert and Pritschet voted “aye.” Member Johnson voted “nay”. The Chair declared the motion carried.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART TO ADOPT THE 2019 BUDGET AS PRESENTED.

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

Grant Agreement Between the State of Minnesota and City of Brainerd (Northeast Brainerd) - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND JOHNSON, DULY CARRIED, TO APPROVE AND AUTHORIZE SIGNATURES ON THE GRANT AGREEMENT CDAP-17-0019-O-FY18, TO APPROVE AND AUTHORIZE SIGNATURES ON THE ADMINISTRATIVE CONTRACT WITH THE BRAINERD HRA AND APPROVE THE PROCEDURAL GUIDELINES FOR COMMERCIAL, OWNER OCCUPIED HOUSING AND RENTER OCCUPIED HOUSING REHABILITATION GUIDELINES.

School District Property Acquisition Plan Discussion - Approved

City Engineer Sandy stated from direction of the Council, he reviewed the plans with the School District staff, Widseth Smith Nolting (WSN) and ICS Consulting and a revised plan is being proposed.

The Chair recognized Mr. Tim Ramerth from WSN and Ms. Laine Larson, superintendent of ISD181 who spoke briefly on the history of the work that has been done by the school district for the past two years. Mr. Ramerth presented a revised property acquisition plan and a new proposal for 15th Street to remain a two-way street.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO SUPPORT THE SCHOOL DISTRICTS REVISED PROPERTY ACQUISITION PLAN AND DIRECT STAFF TO CONTINUE TO WORK WITH THE DISTRICT THROUGHOUT THE PROCESS.

(Added Item) Riverfront Coordinator Proposal – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE PROPOSAL FROM SOURCEWELL TO PROVIDE THE RIVERFRONT COORDINATOR POSITION IN 2019 AS OUTLINED IN THE PROPOSAL AND TO AUTHORIZE SIGNATURES.

Public Forum

The Chair opened the Public Forum at 8:30 p.m.

No one came forward.

The Chair closed the Public Forum at 8:30 p.m.

Staff Reports

City Engineer Sandy stated there will be a public meeting regarding the Buffalo Hills Lane Reconstruction project on January 8, 2019 from 6:00 – 7:00 p.m. at the Church of Jesus Christ of Latter-Day Saints.

Parks Director Sailer stated the warming houses opened tonight at Gregory and Bane Parks. The weather has not been favorable for Mill Avenue park and staff is doing their best on the rink.

City Administrator Torstenson attended training for Opportunity Zones and will be working with BLAEDC to assemble some information regarding our city.

Mayor Menk and Finance Director Hillman wished everyone a Merry Christmas and Happy New Year.

Council Member Reports

Council member Johnson stated it is the responsibility of the City to implement the pedestrian infrastructure and he has met with City Engineer Sandy to discuss the options.

Council member Hilgart attended a holiday party at the Northland Arboretum that was hosted by the Master Gardeners. The gardeners donate many hours of work to the arboretum. She stated she met recently with the Morrison County Economic Development Director and talked about the success their county had in attracting Barrett Pet Foods to locate in Little Falls rather than Brainerd.

Council President Pritschet stated the high school Debate Team competed in the District Tournament for the National Speech and Debate Association.

Council member Lambert announced the first Rental Ordinance Conduct on Premises Committee meeting will take place on Wednesday, December 19th at 1:00 p.m. at the Police Department.

Motion to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:34 p.m.

Adjourn

The Chair adjourned the meeting at 9:29 p.m.

Cassandra Torstenson
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
JANUARY 7, 2019
(2 New, 49 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
TIM THOMPSON PLUMBING, LLC 16675 JACKSONVILLE ACRES BRAINERD, MN 56401 19-0071	(218) 839-2935	PLUM	10/16/2019	12/31/2019	PC643406
NORTHERN LAKES PLUMBING LLC 8249 COUNTY RD 1 SW PO BOX 681 PEQUOT LAKES, MN 56472 19-0072	(218) 251-4647	PLUM	6/12/2019	12/31/2019	PC671456
KRAUS-ANDERSON CONSTRUCTION CO. 501 SOUTH 8TH STREET MINNEAPOLIS, MN 55404 19-0073	(612) 332-7281	GENL	12/31/2019	12/31/2019	BC008368
JACOBSON EXCAVATING & LANDSCAPING 13252 STATE HWY 18 BRAINERD, MN 56401 19-0074	(218) 851-1818	EXCA SSTS	3/23/2019	12/31/2019	L3324
HY-TEC CONSTRUCTION OF BRAINERD 11360 BUSINESS 371 PO BOX 621 BRAINERD, MN 56401 19-0075	(218) 829-8529	GENL	4/1/2019	12/31/2019	BC050648
DECHANTAL EXCAVATING, LLC 12209 STATE HWY 18 PO BOX 315 BRAINERD, MN 56401 19-0076	(218) 828-4636	EXCA SSTS	2/1/2019	12/31/2019	L-2267
INSTALL THIS SIGN & AWNING CO. 4836 LYNDAL AVE N BROOKLYN CENTER, MN 55430 19-0077 (new)	(612) 588-8466	SIGN	1/1/2020	6/8/2019	SB695321
TDS METROCOM LLC 316 PINE STREET BRAINERD, MN 56401 19-0078	(763) 450-3494	UTIL	1/1/2020	12/31/2019	
BUTTWEILER'S DO-ALL, INC. 4298 STATE HWY 114 SW ALEXANDRIA, MN 56308 19-0079	(320) 886-5319	ROOF	1/1/2020	12/31/2019	
BARATTO BROTHERS CONSTRUCTION INC 13872 SHAFER RD CROSSLAKE, MN 56442 19-0080	(218) 692-1070	GENL	10/26/2019	12/31/2019	BC322437
CLIMATE AIR INC. 1301 10TH STREET N SAUK RAPIDS, MN 56379 19-0081	(320) 255-0641	MECH	9/15/2019	5/17/2020	MB005003

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
JANUARY 7, 2019
(2 New, 49 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
MASTER TRADE SERVICES, INC. 1200 5TH STREET SOUTH SAUK RAPIDS, MN 56379 19-0082	(320) 240-0025	GENL	9/1/2019	12/31/2019	BC443594
MN HOME IMPROVEMENTS, INC. 8850 RIDGEWOOD CT PO BOX 248 ST JOSEPH, MN 56374 19-0083	(320) 363-4435	GENL	3/1/2019	12/31/2019	BC699875
ANDERSON BROTHERS CONSTRUCTION, LLC 11325 STATE HWY 210 BRAINERD, MN 56401 19-0084	(218) 829-1768	EXCA SSTS PIPE	3/29/2019	12/31/2019	L-3693 PB667019
CREATIVE WIS* DBA: BRUSHMARKS SIGNS 30350 HWY 10 FRAZEE, MN 56544 19-0085	(218) 847-3599	SIGN	4/20/2019	3/1/2019	SB691887
MAJKA CONSTRUCTION, INC. 6367 LENDEE DRIVE NISSWA, MN 56468 19-0086	(218) 963-1367	GENL	1/1/2020	12/31/2019	BC003300
RHEAUMES HOUSE OF LETTERING INC. 25113 21ST AVENUE ST. CLOUD, MN 56301 19-0087	(320) 252-7680	SIGN	10/22/2019	7/1/2020	SB683780
SCHILLING MECHANICAL LLC 1687 KOERING ROAD FORT RIPLEY, MN 56449 19-0088	(320) 360-2030	MECH	9/2/2019	9/9/2020	MB746676
BOLDT COMPANY, THE 2525 NORTH ROEMER ROAD APPLETON, WI 54911 19-0089	(920) 739-6321	GENL	12/31/2019	12/31/2019	
CULLIGAN SOFT WATER SERVICE COMPANY 8240 INDUSTRIAL PARK ROAD BAXTER, MN 56425 19-0090	(219) 829-5137	WATC	1/1/2020	12/31/2019	WC644193
METROPOLITAN MECHANICAL CONTRACTORS 7450 FLYING CLOUD DR EDEN PRAIRIE, MN 55344-3720 19-0091	(952) 941-7010	MECH PLUM HPPB	12/31/2019	3/29/2020	MB004842 PC642833 HC000087
API GARAGE DOOR STORE, INC. 25188 HAZELWOOD DRIVE NISSWA, MN 56468 19-0092	(320) 251-7000	OVRD	12/31/2019	12/31/2019	

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
JANUARY 7, 2019
(2 New, 49 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
MIDWEST MAINTENANCE & MECHANICAL IN 750 PENNSYLVANIA AVE S GOLDEN VALLEY, MN 55426 19-0093	(763) 513-5582	GENL PLUM MECH	3/29/2019	12/31/2019	BC631622 PC691055 MB003341
RURAL RENEWABLE ENERGY ALLIANCE 3963 8TH ST SW BACKUS, MN 56435 19-0094	(218) 947-3779	GENL	2/15/2019	12/31/2019	BC629837
LAKES AREA PLUMBING 8354 WALDEN ROAD BRAINERD, MN 56401 19-0095	(218) 855-0155	MECH PLUM	9/1/2019	9/24/2020	MB003499 PC643829
JAMAR COMPANY, THE 4701 MIKE COLALILLO DRIVE DULUTH, MN 55807 19-0096	(218) 628-6122	MECH PLUM HPPB	12/31/2019	9/8/2020	MB003320 PC644545 HC000126
NOR-SON INC. 7900 HASTINGS ROAD BAXTER, MN 56425 19-0097	(218) 828-1722	GENL	12/31/2019	12/31/2019	BC001969
HORIZON HEATING & SERVICES, INC. 112 CEDAR AVENUE E PO BOX 9 PILLAGER, MN 56473 19-0098	(218) 746-4343	MECH PLUM	3/14/2019	11/10/2020	MB003818 PC645766
STRUCTURAL BUILDINGS, INC. 12926 1ST STREET BECKER, MN 55308 19-0099	(763) 261-4150	GENL	9/4/2019	12/31/2019	BC709531
MCDOWALL COMPANY 1431 PROSPER DRIVE WAITE PARK, MN 56387 19-0100	(320) 251-8640	MECH	4/1/2019	8/26/2020	MB003342
STUCKY CONSTRUCTION LLC 1525 180TH AVE OGILVIE, MN 56358 19-0101 (new)	(320) 260-6224	PLUM	5/1/2019	12/31/2019	PC739160
ST. CLOUD REFRIGERATION DBA: SCR 604 LINCOLN AVENUE NE ST. CLOUD, MN 56304 19-0102	(320) 251-6861	MECH	12/31/2019	8/15/2020	MB003247
MID-STATE REFRIGERATION, HEATING-AC 604 LINCOLN AVENUE NE ST. CLOUD, MN 56304 19-0103	(320) 251-6861	MECH PLUM	12/31/2019	8/18/2020	MB003246 PC005306

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
JANUARY 7, 2019
(2 New, 49 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
RANDY'S PLUMBING & HEATING 8216 INDUSTRIAL PARK ROAD BAXTER, MN 56425 19-0104	(218) 829-5736	PLUM	6/1/2019	12/31/2019	PC644775
EXPERT INSULATION OF BRAINERD, INC. 7775 BRIANS WAY BRAINERD, MN 56401 19-0105	(877) 888-2780	INSU	5/1/2019	12/31/2019	
KASELLA CONCRETE, INC. 6191 330TH AVENUE PIERZ, MN 56364 19-0106	(320) 355-2926	MASO	2/12/2019	12/31/2019	
T-RAY CONSTRUCTION COMPANY INC. 8651 NAPLES STREET NE SUITE 100 BLAINE, MN 55449 19-0107	(763) 757-6859	UNGD	4/1/2019	12/31/2019	
SUPERIOR COMPANIES OF MINNESOTA 1244 60TH AVENUE NW ROCHESTER, MN 55901 19-0108	(507) 289-0229	MECH PLUM	5/1/2019	12/10/2020	MB004661 PC642520
SHO-CON OF PIERZ, INC. 25238 213TH STREET PIERZ, MN 56364 19-0109	(218) 851-3945	MASO	4/6/2019	12/31/2019	
KUEPERS CONSTRUCTION, INC. 17018 COMMERCIAL PARK ROAD BRAINERD, MN 56401- 19-0110	(218) 829-0707	GENL	12/1/2019	12/31/2019	BC002599
KMI MECHANICAL, INC. 17089 COMMERCIAL PARK ROAD BRAINERD, MN 56401 19-0111	(218) 454-0828	MECH PLUM	2/1/2019	3/11/2020	MB004834 PC645047
JONES SIGN COMPANY INC 1711 SCHEURING ROAD DEPERE, WI 54115 19-0112	(920) 425-9850	SIGN	8/1/2019	8/16/2020	SB745307
HERZOG ROOFING, INC. PO BOX 245 DETROIT LAKES, MN 56502 19-0113	(320) 632-5119	ROOF	5/1/2019	12/31/2019	
HENGEL READY MIX & CONSTRUCTION INC 12883 UPPER SYLVAN ROAD SW PILLAGER, MN 56473 19-0114	(218) 746-3355	EXCA	9/1/2019	12/31/2019	

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
JANUARY 7, 2019
(2 New, 49 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
HEARTLAND GLASS COMPANY, INC. 401 SUNDIAL DRIVE WAITE PARK, MN 56387 19-0115	(320) 259-1679	GLAS	1/1/2020	12/31/2019	
B-DIRT LLC 4706 WILDERNESS CT SUITE 103 BRAINERD, MN 56401 19-0116	(218) 232-1360	GENL	1/1/2020	12/31/2019	BC328737
MN INDEPENDENT PETROLEUM SERVICES 682 39TH AVENUE NE COLUMBIA HEIGHTS, MN 55421 19-0117	(763) 780-5191	MECH	3/31/2019	12/14/2020	MB005791
ACCESS NORTH 1309 EAST 40 STREET HIBBING, MN 55746 19-0118	(218) 262-6675	FRAM	6/1/2019	12/31/2019	
JOHNSON-NELSON MASONRY INC 102 E HWY 82 ASHBY, MN 56309 19-0119	(218) 747-2071	MASO	1/1/2020	12/31/2019	
ST. CLOUD ACOUSTICS, INC. 30762 PEARL DRIVE P.O. BOX 758 ST JOSEPH, MN 56374 19-0120	(320) 363-8585	CEIL	6/23/2019	12/31/2019	
NU/WAY CONSTRUCTION INC. PO BOX 230 BRAINERD, MN 56401 19-0121	(218) 820-4123	GENL	1/20/2019	12/31/2019	BC685355



MAYOR'S REPORT

January 7, 2019

Isn't Minnesota's weather amazing, "wait five minutes, five hours or five days and it will change". We had a brown Christmas and just like the saying, we turned that into a record December 48-hour snowfall followed by another significant snow fall. Now, five days later, we are expecting melting temperatures.

I want to thank the City street crews and parks crews for a great job of opening the City to traffic in short order. I do not want to forget the County and State crews for doing the same. These crews deserve a great thank you along with all of the private snow removal crews who make our city vibrant during these snow events.

Looking back at the last year our city had a lot of positive things happen:

1. We had a new City administrator start work.
2. We anticipated the construction season starting and when it got under way, we saw a new South 6th Street take shape.
3. We had the 2018 elections with minimal problems.
4. We had new businesses open in the Central Business district.
5. We had a renewed hotel open in the old Holiday Inn location.
6. We had a new Community Development Director start work.
7. The City Council arrived at a budget for 2019.
8. The City Council made a decision to fix the deficiencies of the City Hall and other facilities and possible address the efficiencies of these facilities.
9. We found that the City is in line to receive funding for the extension of the Cuyuna Trail.

I could expand this list, but I hope you can see the positive direction that the City of Brainerd is heading.

Looking forward, there will be challenges and possible setbacks but the overall outlook for the City of Brainerd is positive and will remain so because we have great Civic Leaders, Business Leaders, City employees and volunteers that will be leading the way.

I would like to extend "Best Wishes for a Joyous and Prosperous New Year" to all who live, work and visit The Great City of Brainerd.

Ed Menk, Mayor

Brainerd Fire Department

To: Mayor and City Council
From: Tim Holmes, Brainerd Fire Chief
Date: January 2, 2019
Re: December 2018 Activity Report

As we finish out 2018, I want to thank all our firefighters and their families for their continued commitment to the department and the communities we serve. I also want to thank FM/DC Cox and Administrative Specialist Kraemer for their hard work and dedication. Without everyone's dedication to service we would not be the outstanding fire department that we are. We have accomplished a lot of positive things in 2018 and I look forward to another productive and safe 2019.

December recaps the importance of our community and our "fire families." We rang bells for the Salvation Army again this year. The Salvation Army is an organization that is always there when the community needs them. We also had a family fun night for our firefighters and their families. We shared a meal together, played bingo and enjoyed time with each other.

In December firefighters had EMS training, Fire Behavior/Flow Path, Auto Extrication, and our annual turnout gear checks. Our new firefighters are getting closer to being done with their initial firefighter training.



December has been a busy month with inspections including several new large projects. Through our inspections we can provide education and also the opportunity for pre-incident planning, all of which make our community safer for all.

We want to continue to remind everyone that smoke alarms save lives and play a vital role in reducing fire deaths and injuries. A closed door may slow the spread of smoke, heat and fire. Install smoke alarms in every sleeping room and outside each separate sleeping area. Install alarms on every level of the home.



Also, remember to do your part in keeping your neighborhood fire hydrants clear of snow throughout the winter season.



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

Structure Fire	4
Chimney Fire	1
Vehicle, Snowmobile, Camper, Off Road Fire	4
Vehicle Crash with Injuries	1
Extrication	1
Smoke Scare	2
Assist Other Governmental Agency	7
Good Intent Call	4
Canceled Enroute	1
Alarm System Activation	13
Carbon Monoxide Alarm Activation	7
Total	45

City of Brainerd Incident Report

Vehicle, Snowmobile, Camper, Off Road Fire	2
Extrication	1
Assist Other Governmental Agency	4
Good Intent Call	1
Smoke Scare	1
Alarm System Activation	8
Carbon Monoxide Alarm Activation	5
Total	22

Parks and Recreation Report

January 2019

Submitted by Tony Sailer, Director

- The Park Board voted to name the new park in Northtown Addition as The Meadows Park. Playground designs and bids are being requested by staff.
- A recent survey showed that many Buster Park users would like to have lighting at the facility, especially during the winter months when it's dark by 5 p.m. Staff has received a proposal from Clear Blue Technologies, Chicago, for solar lighting and is awaiting a cost estimate from Brainerd Public Utilities for electrical lighting.
- This One's for Hop adult softball tournament will take place July 13-14. A Wounded Warrior event is not planned in conjunction with the tournament for 2019.
- The Bane and Gregory park warming houses opened for the season on Dec. 17. Because warm temperatures affected ice conditions, the Mill Avenue Park warming house opened Dec. 20.
- Youth Pond Hockey practices begin Jan. 3 with games beginning Jan. 12. Staff is looking at alternatives in case the rinks and warming house are no longer available if a new lease agreement cannot be reached. The current lease expires Jan. 20.
- The Minnesota Recreation and Parks Association will host its 2020 state convention at Cragun's Resort and Conference Center. The MRPA has decided to go to a rotating schedule with one year at a south location, the next year at a central site and the third year at a northern venue.
- Jorgen Erickson, a student at Winona State University, has accepted the position of summer intern. Mr. Erickson is majoring in Recreation and Tourism.
- Staff began sending out requests for sponsorships, advertising and uniform bids in preparation for the summer programs.



Brainerd City Council Agenda Request

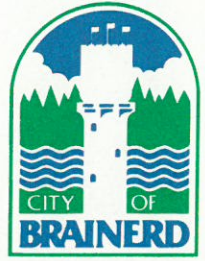
Requested Meeting Date: January 7, 2019

Title of Item: Appointment of City Officials Pursuant to City Charter - 2019/2020 Term

☐ 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: Cassandra Torstenson	Department: Administration
Presenter (Name & Title): n/a	Estimated Time Needed:
Summary of Issue: Pursuant to Chapter 2, Section 7 of the City Charter: ".....at its first regular meeting in January of each odd-numbered year the Council shall, by majority vote, appoint the City Attorney, City Engineer and Building Official for two year terms...." Attached is a letter from the City Engineer Sandy requesting reappointment. The contract with Ratwik, Roszak & Maloney was approved at the October 15, 2018 council meeting for 2019 and 2020 which listed Joseph J. Langel as the primary attorney for the City.	
Alternatives, Options, Effects on Others/Comments: The Building Official is not included in this agenda request because the City Council appointed Mr. Chuck Arvidson as the City's Interim Building Official effective November 6, 2018 until a date to be later determined at the November 5, 2018 Council meeting. The Council approved the MOA with the union at the December 17, 2018 council meeting that is effective until 5:00 p.m. on February 28, 2019. This chapter and section of the City Charter should be reviewed by the Charter Commission. It lists several other positions that are to be appointed for a one year term, yet historically the Council has not done so and the terms are longer than a year.	
Recommended Action/Motion: Reappoint Mr. Paul Sandy as the City Engineer and officially appoint Mr. Joseph Langel as the City Attorney for 2019 and 2020.	
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>	

January 2, 2019

The Honorable Mayor Menk
City Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401



www.ci.brainerd.mn.us

RE: Reappointment

Dear Mayor and Council Members,

In accordance with Section 7, Chapter 2 of the Brainerd City Charter, the City Council at its first regular meeting in January of each odd numbered year appoints the City Attorney, City Engineer, and Building Official for two-year terms. Pursuant to this requirement, I am requesting reappointment to the position of City Engineer for the term of January 1, 2019 through December 31, 2020.

Sincerely,

A handwritten signature in blue ink, reading 'Paul Sandy', is positioned above the printed name.

Paul G. Sandy, PE

City Engineer



Brainerd City Council Agenda Request

Requested Meeting Date: January 7, 2019

Title of Item: Designation of Brainerd Dispatch as Official Newspaper & Approve Contract

☐ INFORMATION ONLY ☒ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): n/a	Estimated Time Needed:
Summary of Issue: Pursuant to City Charter Section 25: "The Council shall annually at its first meeting of the year designate a legal newspaper of general circulation in the City as its official newspaper in which shall be published Ordinances and other matters required by law to be so published as well as such other matters as the Council may deem it in the public interest to have published in this manner."	
Alternatives, Options, Effects on Others/Comments: The Dispatch also offers the City a reduced rate per inch based on the volume. If we don't reach the volume in the agreement, the next year's rate will be based on a lower volume level. For 2018, the agreement was based on a volume of \$5,000 and a rate of \$12.70 per inch. Our actual volume was approximately \$6,200. The 2019 agreement with the Dispatch is based on a volume again of \$5,000 and a rate of \$12.70 per inch. The next volume rate is at \$10,000. The open rate for 2019 is \$14.60, which is also the same as 2018. The agreement with the Dispatch is attached.	
Recommended Action/Motion: Approve the Brainerd Dispatch as the legal newspaper and authorize signature of the agreement with the Dispatch with a rate per inch of \$12.70 for 2019.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No A fixed dollar amount was budgeted for publications. <u>Please Explain:</u>	



BRAINERD DISPATCH

SERVING THE BRAINERD LAKES AREA AND CENTRAL MINNESOTA SINCE 1881

RECEIVED

DEC 17 2018

CITY OF BRAINERD
ADMINISTRATION

December 13, 2018

City of Brainerd

You signed a \$5,000 contract with us this year. The City did fulfill that contract by purchasing \$6181.91 worth of advertising with us so far this year.

It is now time to decide if you would like to sign a contract with us again for 2019.

My recommendation, based on your history with us, would be for you to sign a \$5,000 contract for the 2019 year. That would entitle your office to a rate of \$12.70 per column inch. Any dollars spent with Brainerd Dispatch/Echo Publishing for advertising products or services will contribute toward contract fulfillment. Contract level discounts are applicable for advertising products and services excluding: Discover Racks, Event Wraps, Early Bird, Employment, Magazine, Job Printing (flyers, magazines, postcards, etc.), Digital products, and any Classified categorized advertising (Real Estate, Automotive, Service Directory, etc).

I have filled out a contract for \$5,000 for you. If that sounds like it would work for you just sign the contract and mail or email it back to me. Feel free to call me if you have any questions, 855-5804.

Sincerely,

Ann Windorski

Legal Advertising Coordinator

Enclosures

DEC 17 2018

CITY OF BRAINERD
ADMINISTRATIONAcct #
316123

Advertiser:

City of Brainerd

Brainerd Dispatch/Echo Publishing is hereby authorized to publish retail display advertising or classified advertising in our products for one year from the above date and continuing thereafter as provided by this agreement. Classified display refers to those non-line ad formats which are placed within the classified section of Brainerd Dispatch/Echo Publishing products. Retail display advertising refers to those non-line ad formats which run elsewhere in our products.

The Advertiser agrees to purchase \$ 5,000 or a frequency of _____ of advertising services from us during the next twelve months.

We assume no financial responsibility for typographical errors or omissions in advertising, but, if at fault, will reprint that part of the advertisement in which such error has occurred without charge or allow a credit not exceed the value of the space occupied by the error. Claims for errors must be submitted in time for correction by the second day following publication.

The advertiser agrees to furnish copy according to the schedule on the current rate card and to accept provisions of Brainerd Dispatch/Echo Publishing advertising policies as noted thereon.

In event of major fire or other small disaster, and the advertiser is not in business for an extended period, this agreement is automatically invalidated.

We reserve the right to adjust its advertising rates at any time upon 30 days notice to the advertiser. If any such revision is not acceptable to the contract advertiser, advertiser may cancel such contract at any time prior to the expiration of said 30 days upon written notice.

In the event of non-fulfillment of the terms and conditions of this contract, the advertiser agrees to pay for all advertising space used from last anniversary to date at the rate actually earned.

This contract supercedes all previous agreements. It shall remain in force the next 12 months and reviewed prior to the date for each succeeding year at which time a new contract is signed.

Reproduction Agreement: Rates charged for advertising in Brainerd Dispatch/Echo Publishing products are for space used only, and do not include compensation for the right, title and interest to layouts of advertisements placed with us which represent the creative effort of Brainerd Dispatch/Echo Publishing or utilization of its own illustrations, label or material. All such advertising layouts are and remain the sole property of Brainerd Dispatch/Echo Publishing. Advertiser understands that he may not authorize the photographic or other reproduction of any advertising layout used to publish an advertisement in our products in any other publication without the express prior to written consent of Brainerd Dispatch/Echo Publishing. It is further understood that this does not preclude the advertiser from supplying to other publications similar or identical material or information for production of advertisements by such publications or from suggesting the content or form of such advertisements. Advertiser acknowledges the placing of advertising in Brainerd Dispatch/Echo Publishing shall not constitute a work made for hire and agrees that we shall be the exclusive owner of any and all copyright rights to all published advertisements.

Accepted for Dispatch/Echo:

Ann Windorski

Signed:

Ann Windorski

Advertiser:

Signed:

(Owner or Authorized Representative)

Date:

Comments:



Brainerd City Council Agenda Request

Requested Meeting Date: January 7, 2019

Title of Item: Designation of Financial Institutions as Depositories for 2019

☐ INFORMATION ONLY ☒ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): n/a	Estimated Time Needed:
Summary of Issue: Pursuant to City Charter Section 54-B: "The City Council shall designate a bank or banks within the State of Minnesota to be a depository or depositories of moneys of the City in accordance with state statute." At this time, the following list represents the depositories for 2018: Bremer Bank, Wells Fargo, BlackRidge Bank, US Bankcorp, Deerwood Bank, Neighborhood National Bank, Frandsen Bank & Trust, RiverWood Bank, RBC Capital Markets, LLC, 4M Money Market, and PMA Financial Network, Inc.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: The recommended action is to approve the above noted entities at this time as depositories for 2019.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: January 7, 2019

Title of Item: Authorization Approving Signature for 2019 Capital Projects for Airport

☐ INFORMATION ONLY ☒ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman/Steve Wright	Department: Finance/Airport Manager
Presenter (Name & Title): n/a	Estimated Time Needed:
Summary of Issue: Annually the City adopts a resolution authorizing the Chairman or Vice Chairman of the Airport Commission to be the representative of the City of Brainerd, and to sign any and all documents relating to 2019 capital projects of the airport and any amendments that may arise. A proposed resolution is attached.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Adopted the proposed attached resolution.	
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>	

RESOLUTION
NO. __:19

SIGNATURE AUTHORIZATION FOR 2019 CAPITAL PROJECTS FOR THE
BRAINERD LAKES REGIONAL AIRPORT

BE IT RESOLVED that the Chairman and/or Vice Chairman of the Brainerd Lakes Regional Airport Commission is hereby authorized and directed to act as the authorized representative of the City of Brainerd for all 2019 capital projects for airport operations, and the same is hereby authorized and directed to execute and affix his/her signature to any and all required documents pertinent thereto, and all amendments thereof.

Adopted this ____ day of January, 2019

President of the Council

Approved this ____ day of January, 2019

EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: January 7, 2019

Title of Item: Proposal for Professional Services - NW 4th Street Reconstruction

☐ 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: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is a proposal for professional services for the project the City was awarded LRIP funding for on NW 4th Street, including a roundabout and median at the intersections of Jackson Street and James Street respectively.	
Alternatives, Options, Effects on Others/Comments: The proposal is from Bolton and Menk, who performed the traffic study of this area and also did preliminary layouts of the corridor as part of the study. The total cost of the engineering services consisting of design engineering, assistance to Brainerd staff with right-of-way acquisition, PMT meetings, construction engineering, and estimated professional services including geotechnical services, ownership and encumbrance title reports, permit fees, and materials testing is \$245,850. This is the cost not to exceed. I have also attached an addendum to the proposal which includes a proposed schedule of deliverables as requested by City and County staff. Upon approval of this professional services contract, City and County staff will work through a cost share agreement for the proposed construction and engineering services. Preliminary discussions have been around a 50/50 split of costs related to construction and engineering. As NW 4th Street and Jackson Street are both State Aid routes, all costs above the \$800,000 awarded will be from the City's and County's state aid accounts. Estimated construction costs from the traffic study is \$1,131,000. With estimated engineering and construction costs included, the total estimated cost for the improvement is \$1,376,850. With the LRIP funding included and a proposed 50/50 cost split, it would be an estimated \$288,425 for each the City and County to be paid through state aid funds.	
Recommended Action/Motion: Staff recommends approval of the attached proposal for engineering services for the NW 4th Street improvements as outlined in the traffic study.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>Estimated \$288,425</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> This project will become part of the City's 5-year capital improvement plan, as the project was awarded LRIP funding. Local share costs of construction and engineering will come from the City's State Aid account.	



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

December 21, 2018

City of Brainerd
Attn: Mr. Paul Sandy, PE - City Engineer
501 Laurel Street
Brainerd, MN 56401

RE: Proposal for Professional Engineering & Surveying Services
NW 4th Street/CSAH 20

Dear Mr. Sandy:

Thank you for allowing Bolton & Menk, Inc. to provide you with this proposal for engineering, surveying, and construction inspection services in support of the City of Brainerd's NW 4th Street (Crow Wing County CSAH 20) Reconstruction Project. This proposal is based on our recent meetings with the City, Crow Wing County, and MnDOT District 3 staff. As a part of this proposal, we have described our project understanding, detailed our proposed scope of work, and itemized our estimated fees.

Project Understanding

This project will provide professional engineering and surveying services for the reconstruction of NW 4th Street (CSAH 20) from Jackson Street to Washington Street (MN 210). The project will provide improvements to balance mobility, access and non-motorized uses along the roadway.

Existing public utilities along the corridor include watermain, storm sewer and sanitary sewer lines. It is our understanding that the City is not planning for improvements to the sanitary sewer and watermain system within the corridor. However, the City may have some abandoned watermain service lines addressed during the project. The existing storm sewer will be modified in accordance with the proposed alignment changes.

Funding for the improvements is expected to include Local Road Improvement Program grant funds, City of Brainerd funds, and funds from Crow Wing County. We understand that no special assessment proceedings are anticipated.

Bolton & Menk is prepared to begin the topographic survey and preliminary engineering services after the City Council approves the contract, anticipated approval at the January 7, 2019 City Council Meeting.

Scope of Work

Our scope of work includes two phases: Phase 1 – Project Coordination/Public Engagement & Topographic Survey, and Phase 2 – Final Design, Bidding Assistance, Construction Staking, Inspection, Testing, and Permitting. We have itemized the anticipated tasks for each Phase. These tasks include the following:

Task 1: Topographic Survey, Mapping and Easement Acquisition

The Bolton & Menk team intends to operate as an extension of Brainerd City staff, with close coordination between the City's project manager and the project team maintained at all time.

Name: Paul Sandy, City Engineer

Date: December 21, 2018

Subtask 1.1 Topographic Survey and Mapping

Description: Establish horizontal control based on Crow Wing County Coordinates and establish vertical control utilizing City benchmarks. Gather pertinent field information on City infrastructure, adjacent buildings, right-of-way, contours, private utilities, etc. Underground utility information will be located and illustrated per available as-builts, field markings, and private utility map information facilitated through Gopher State One Call. Structure reports will also be completed for storm located manholes and catch basins. Past construction plans from the City and Crow Wing County for the improvement corridor will be utilized during preliminary design prior to the intersection being reconstructed. A topographic base map will be created identifying existing ground and utility features in electronic format. Right-of-way and property lines will be illustrated based on determinations made from found monuments and record documents. This base map will be utilized as the basis and background for preliminary engineering and final design.

Subtask 1.2 Easement Acquisition

Description: Prepare an estimated three to four easement exhibits and descriptions for City use in acquiring easements at the Jackson Street and NW 4th Street intersection and potentially at the intersection of NW 4th Street and Washington Street. Ownership and Encumbrance Reports will be obtained from a local title company to verify ownership and interests in the affected properties. Field crews will field mark proposed easement locations for City and County review.

Task 1 Deliverables: Corridor Basemap, Easement Acquisition Information.

Task 2: Project Coordination and Public Engagement

Proactive and effective project management is critical for successful completion of the study, resulting in full partnership support. Our approach is to lead this project through consistent communication, firm schedules, and established milestones. We will schedule all meetings, complete all agendas, maintain meeting records, and offer regular updates on next steps and upcoming study requirements.

Subtask 2.1 Project Management Activities

Description: Coordinate project management activities including: project monitoring, progress reports, coordinating specific staff assignments and establish project schedule indicating critical dates, milestones, and deliverables.

Subtask 2.2 Project Management Team (PMT) Meetings

Description: Facilitate regular PMT meetings, including a project kick-off meeting, with City staff to discuss status of the project, including issues, schedule, and other coordination items. We have estimated four (4) PMT meetings for the project.

Subtask 2.3 Quality Control Reviews

Description: Quality Control reviews will be conducted to ensure that Bolton & Menk's internal protocols for quality production and delivery are appropriately applied and adhered to.

Subtask 2.4 Public and Agency Involvement

Description: Our team will provide meeting materials and graphics along with a staff member to discuss traffic operations/safety findings for one public open house meeting. We also expect presentation materials and additional coordination may be needed to assist the City and County in advance of stakeholder and property owner meetings.

Name: Paul Sandy, City Engineer

Date: December 21, 2018

Subtask 2.5 Utility Coordination

Description: Bolton & Menk will send design plans to utility owners for relocation planning and coordination at the 50% and 95% plan levels. Further correspondence and coordination with utility owners may be necessary to understand and resolve potential issues. Bolton & Menk will prepare for and facilitate two utility coordination meetings with public and private utility owners.

Task 2 Deliverables: Schedule Updates, Monthly Invoices and Progress Reports, Meeting Agendas, Meeting Minutes

Task 3: Final Design & Plan Preparation

Final design builds on the information developed during the corridor study and includes the preparation of the final set of construction drawings and specifications. Final design consists of finalizing roadway, pedestrian/bike facilities, storm sewer, landscape, traffic, and signage plans complete with detailed notes. It is our understanding that no improvements are planned for the sanitary sewer or watermain facilities within the project scope. Final design also includes completing the specifications and necessary bidding documents. Final design and plan preparation will adhere to MnDOT State Aid for Local Transportation and plans will be submitted to State Aid for review.

Subtask 3.1 Roundabout and Corridor Design

Description: Finalize corridor layout and drafting to be utilized for the improvements roadway design & plans include:

- Final design & drafting of typical cross-sections and standard details to be utilized for improvements
- Final design of grading limits and details for properties adjacent to the corridor.
- Plan & profiles, including: stationing, offsets, and notes necessary for bidding and construction.
- Final design and drafting of construction staging plans.

Subtask 3.2 TH 210 Intersection Improvements

Description: Finalize intersection modifications dependent upon City of Brainerd and MnDOT direction including ADA requirements and radius changes if directed. Our scope assumes that no physical changes will be made to the location of signal posts and does not include services to relocate signal post locations or incorporate other traffic channelization changes on the southeast corner of NW 4th Street and Hwy 210. If directed by MnDOT and approved by the City of Brainerd, we would provide those services for an approved supplemental fee.

Subtask 3.3 ICE Report (Jackson Street) & ICE Letter (TH 210)

Description: Bolton & Menk will assess the proposed improvements at each intersection and determine the necessary documentation required to justify the implementation of the roundabout at Jackson Street and signal modifications at TH 210. We expect to complete an ICE report for Jackson Street and ICE letter for TH 210 for submission to the City, County, and MnDOT.

Subtask 3.4 Storm Sewer Design and Stormwater Pollution Prevention (SWPPP)

Description: A storm sewer design and SWPPP/erosion control plan will be developed with strict guidelines for the contractor to follow. Attention will be given to preventing sediment from leaving the site via truck traffic, untreated runoff entering storm sewer, and dust control.

Subtask 3.5 Traffic Control & Staging Plans

Description: Final design and drafting of traffic control, staging plans, and permanent corridor signage and pavement marking.

Name: Paul Sandy, City Engineer
Date: December 21, 2018

Subtask 3.6 Construction Cost Estimate

Description: Prepare tabulation sheets for inclusion in the plan set, along with final quantities to be included in bidding documents and for development of an engineer's estimate.

Subtask 3.7 Final Plan Design & Approval

Description: Submit final plans for review and approval by the City, County, and State Aid.

Task 3 Deliverables: Final Signed Construction Plans and Specifications, Final Permit Applications, Engineer's Estimate

Task 4: Bidding Assistance

This task includes leading the advertising, bidding, and project award activities in accordance with the City of Brainerd and State Aid Requirements.

Subtask 4.1 Advertisement of Bid & Award Recommendation

Description: Prepare advertisement of bid, submit advertisement for bid to QuestCDN for online bidding, respond to bidder questions, issue Addenda as may be warranted, and attend bid opening. Prepare the bid abstract and make a recommendation of award to the City based on the bids received.

Task 4 Deliverables: Advertisement for Bid, Bid Tabulation, Award Recommendation Letter.

Task 5: Construction Inspection and Staking

This task includes leading the construction inspection and staking activities in accordance with the City of Brainerd and State Aid Requirements.

Subtask 5.1 Construction Management and Inspection

Description: Provide a mix of full time and part time construction observation services (500 hours assumed for inspector) to provide plan clarification, verify construction work, record field work completed, and track construction quantities for subsequent payment preparation, review, and approval by the City of Brainerd. As part of our services, we would use MnDOT Laboratory Services and supplement as necessary with Braun Intertec to provide materials testing services. We intend to coordinate these services on behalf of the City but would have the City direct billed for associated costs for MnDOT or Braun services if preferred by the City.

Subtask 5.2 Construction Staking

Description: Provide field staking for construction of the proposed improvements on both a scheduled and as requested basis to assist with construction progress. Crews will provide staking for construction limits, Right of Way/easements, storm sewer, street grading, roadway alignments, roundabout layout and light poles.

Subtask 5.3 Post Construction Record Drawings

Description: Prepare record drawing using field located and surveyed coordinates after construction.

Task 5 Deliverables: Preconstruction Meeting Facilitation and Minutes, Construction Staking Notes, Construction Observation Information, Preparation of Pay Estimates, As Construction Record Drawings.

Name: Paul Sandy, City Engineer
Date: December 21, 2018

Estimate of Fees

Estimated fees for Phase 1: Project Coordination, Public Engagement, and Topographic Survey services are as follows:

<i>Topographic Survey, Mapping, Easement Acquisition</i>	<i>\$ 19,469</i>
<i>Project Coordination and Public Engagement</i>	<i>\$ 16,767</i>
<i>Phase 1 Total:</i>	<i>\$ 36,236</i>

Estimated fees for Phase 2: Preliminary Design & Layout, Final Design and Plan Preparation, Bidding Assistance, and Construction Inspection and Staking are as follows:

<i>Final Design and Plan Preparation</i>	<i>\$100,554</i>
<i>Bidding Assistance</i>	<i>\$ 4,452</i>
<i>Construction Inspection and Staking</i>	<i>\$ 92,042</i>
<i>Phase 2 Total (Engineering, Bidding & Inspection):</i>	<i>\$197,048</i>

<i>Geotechnical Evaluation (Braun subconsultant)</i>	<i>\$ 3,965 (quote)</i>
<i>Owner & Encumbrance (Local Title Company)</i>	<i>\$ 600 (quote)</i>
<i>Permit Fees</i>	<i>\$ 500 (budget estimate)</i>
<i>Material Testing Expenses (MnDOT and Braun)</i>	<i>\$ 7,500 (budget estimate)</i>
<i>Phase 2 Total (Permitting and Testing):</i>	<i>\$ 12,565</i>

<i>Total Estimated Services Cost</i>	<i>\$245,850</i>
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These fees for these individual tasks are estimates. Bolton & Menk proposes our services on an hourly basis for a not to exceed hourly fee of **\$233,284**. We estimate budgetary project expenses for geotechnical services, Ownership and Encumbrance Title reports, permit fees, and material testing in the amount of about **\$12,565**. We can have those directly billed to the City for payment or reimbursed by the City, depending upon the City's preference.

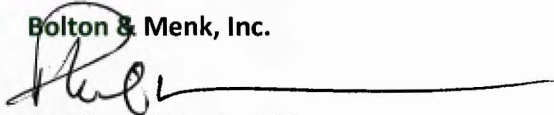
The primary Bolton & Menk team for this project includes the following people:

Principal in Charge	Phil Martin, PE	Transportation Engineer	Jacob Bongard, PE
Design Lead	Bryan Drown, PE	Project Surveyor	Zac Zetah, LS
Design Engineer	Alex Voit, PE	Field Surveyor	Josh Anderson

Thank you for the opportunity to provide you with this proposal for professional services. We look forward to providing these professional services to the City of Brainerd and appreciate your consideration of Bolton & Menk, Inc. Please contact me at 218-821-7265 or via email at Phillip.Martin@bolton-menk.com if you have any questions, need additional information, or wish to discuss this proposal.

Sincerely,

Bolton & Menk, Inc.



Phillip M Martin, PE
Principal Engineer

Paul Sandy

From: Phil Martin <Phillip.Martin@bolton-menk.com>
Sent: Wednesday, January 2, 2019 4:28 PM
To: Paul Sandy
Cc: Rob Hall
Subject: RE: {external} NW 4th St Proposal

Hi Paul

This is what we are considering for a tentative schedule. Obviously it can be modified based on how you want to proceed but this is what our delivery plan would be:

Survey Topo/Utility Location – January/February 2019
Preliminary Design/Layout/Easement Acquisition Identification (25% Plan) – March 2019
PMT Meeting 1 – Week of March 4, 2019
Preliminary Design/Layout/Easement Information (50% Plan) – April 2019
PMT Meeting 2 – Week of April 1, 2019
Public Open House – Week of April 15, 2019
Final Design/Layout (95% Plan) – May 2019
PMT Meeting 3 – Week of May 13, 2019
Final Design/Layout/State Aid Review Submittal (100% plan) – June 2019
State Review Approval – August/September 2019
PMT Meeting 4 – Week of January 6, 2020*
Bid February 2020*
Award March 2020*
Construction June to August 2020*

*Could adjust per City/County input. Could have PMT 4 in December 2019 and bid January 2020 with award in February 2020. Construction could be slated for completion earlier in the construction season (i.e. May to July rather than June to August) or even later.

Anyway, let me know what you think or if you desire something more formal in terms of a project schedule.

Thanks

Phil Martin
218-821-7265



Real People. Real Solutions.

Preliminary Cost Estimate
City of Brainerd & Crow Wing County
4th Street (CSAH 20)
November 2017

Item	Unit	Unit Cost	Quantity	Estimated Cost
Major Roadway and Pedestrian Facilities				
1 REMOVE CURB AND GUTTER	LF	\$ 5.13	2542	\$ 13,044
2 REMOVE CONCRETE WALK AND DRIVEWAY	SF	\$ 1.94	2173	\$ 4,208
3 SAWING BITUMINOUS PAVEMENT FULL DEPTH	LF	\$ 4.24	432	\$ 1,834
4 MILL BITUMINOUS SURFACE (5")	SY	\$ 3.92	10049	\$ 39,374
5 COMMON EXCAVATION	CY	\$ 13.37	1590	\$ 21,258
6 RECYCLED AGGREGATE BASE MATERIAL (12" roadway, 8" walk/trail)	CY	\$ 6.37	1126	\$ 7,173
7 5" BITUMINOUS (roadway)	TON	\$ 63.22	2121	\$ 134,105
8 3" BITUMINOUS (trail)	TON	\$ 73.97	257	\$ 19,018
9 4" CONCRETE (medians)	SF	\$ 5.69	12700	\$ 72,241
10 8" CONCRETE APRONS (roundabouts)	SY	\$ 83.03	301	\$ 25,009
11 CONCRETE CURB & GUTTER DESIGN B612	LF	\$ 39.11	517	\$ 20,214
12 CONCRETE CURB & GUTTER DESIGN B624	LF	\$ 26.83	4778	\$ 128,212
13 CONCRETE CURB & GUTTER DESIGN S524	LF	\$ 41.84	269	\$ 11,253
14 6" CONCRETE WALK (ped ramps)	SF	\$ 9.34	2630	\$ 24,553
15 TRUNCATED DOMES	SF	\$ 54.78	488	\$ 26,749
16 4" CONCRETE WALK	SF	\$ 5.69	348	\$ 1,980
17 6" CONCRETE PAVEMENT (driveways)	SY	\$ 62.54	85	\$ 5,314
				\$ 556,000
Other Roadway Items				
18 DRAINAGE REMOVALS	LS		1	\$ 12,000
19 SIGNAL RETROFIT (TH 210)	LS		1	\$ 95,000
20 LIGHTING STRUCTURES	LS		1	\$ 72,000
21 WATERMAIN	LS		1	\$ -
22 SANITARY SEWER	LS		1	\$ -
23 STORM SEWER & TREATMENT	LS		1	\$ 125,000
				\$ 304,000
Other Items				
24 SIGNS AND PAVEMENT MARKINGS	%	3%	-	\$ 26,000
25 TURF ESTABLISHMENT AND EROSION CONTROL	%	3%	-	\$ 26,000
26 MISC. REMOVEVALS	%	5%	-	\$ 44,000
27 OTHER MISC. ITEMS	%	10%	-	\$ 87,000
28 MOBILIZATION	%	5%	-	\$ 44,000
29 TRAFFIC CONTROL	%	5%	-	\$ 44,000
				\$ 271,000
TOTAL CONSTRUCTION COST				\$1,131,000



Brainerd City Council Agenda Request

Requested Meeting Date: January 7th, 2019

Title of Item: Community Service Officer Resignation & Request to Hire

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 5 MINUTES
Summary of Issue: Community Service Officer Tyler Lenz has accepted a position with the Minnesota State Patrol and submitted a letter of resignation effective December 26th. We have contacted the persons we have current applications for the Community Service Officer positions. Applicant Lucas Caturia is available and was interviewed by staff. He is a CLC Law Enforcement Student and comes highly recommended.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Accept CSO Tyler Lenz's letter of resignation with regret, and authorize the police department to make a conditional job offer to Lucas Caturia, contingent on successful completion of the pre-employment screening process, with a starting date of January 8th or shortly thereafter.	
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 <u>Please Explain:</u> This is a part-time budgeted position within the department's current budget based on hours shared between existing Community Services Officers.	

RECEIVED DEC 17 2018

Chief McQuiston,

Please allow this letter to be my letter of resignation from the Brainerd Police Department and from my position as a Community Service Officer for the City of Brainerd as of Wednesday December 26th 2018. I have accepted a final offer from the Minnesota State Patrol which will be starting January 10th 2019. It has been my privilege to serve the City of Brainerd and to work with the Brainerd Police Department. Thank you for the opportunity to work with and learn from everyone in the Department. Thank you for everything you have done for me and I look forward to staying in touch in the years to come. God bless.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tyler Lenz', followed by a large, stylized flourish or loop.

Tyler Lenz



Brainerd City Council Agenda Request

Requested Meeting Date: January 7, 2019

Title of Item: Congressman Stauber Office Space Rental Agreement

☐ 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: Cassandra Torstenson	Department: Administration
Presenter (Name & Title): City Administrator Torstenson	Estimated Time Needed: 5 Minutes
Summary of Issue: Congressman elect Pete Stauber's staff is interested in leasing the office previously occupied by the Eighth House District representatives for many decades. Attached is a draft lease agreement that will be reviewed by our City Attorney. Staff is proposing the same lease terms and a \$200 a month rent charge as the City did with Congressman Nolan.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize execution of the lease agreement with Congressman Pete Stauber's office upon review by the City Attorney.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u> \$200 a month was not included in the 2019 budget as the office was not leased when the budget was adopted. The budget can be amended by \$2,400 if Council chooses.	

District Office Lease – Instructions

NO LEASE OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.

The term for a District Office Lease for the 116th Congress may not commence prior to January 3, 2019.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 116th Congress, leases should end on January 2, 2021, not December 31, 2020.

- A. The preamble has three blank lines to be filled in: (1) Landlord's name; (2) Landlord's address; and (3) Member/Member-Elect's name.
- B. Section 1 has three blank lines to be filled in: (1) square footage of the leased office (optional); (2) street address of the leased office; and (3) city, state and ZIP code of the leased office.
- C. Section 2 confirms that all amenities identified in the District Office Lease Attachment accompanying the Lease are to be provided by Lessor.
- D. Section 3 has two blank lines to be filled in: (1) date lease begins (must be on or after January 3, 2019); and (2) date lease ends (must be on or before January 2, 2021).
- E. Section 4 has one blank line for the monthly rent amount (write "zero" if no rent is to be paid).
- F. Section 5 has one blank line – the number of days' notice required for either party to terminate the lease before the end of the term. A standard period is 30 days, but any figure is acceptable. If the lease may not be terminated early, enter "N/A" in this blank.
- G. Sections 1–9, other than filling in the blanks, may not be altered or deleted.
- H. Section 11 has space provided to list any additional lease provisions.
- I. Prior to either party signing a lease, the Member/Member-Elect must submit the proposed lease, accompanied by a copy of the District Office Lease Attachment for the 116th Congress, to the Administrative Counsel for review and approval. If the proposed terms and conditions of the lease are determined to be in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the signing of the lease. Please submit the proposed lease and District Office Lease Attachment either by e-mail in PDF form (leases@mail.house.gov) or fax (202-225-6999).
- J. **The Member/Member-Elect is required to personally sign the documents. A signed and dated District Office Lease Attachment must accompany this lease.** Once signed by both parties, the Lease and the District Office Lease Attachment must be submitted to the Administrative Counsel for final approval. They may be sent by email in PDF form (leases@mail.house.gov) or faxed to 202-225-6999.
- K. If approved, Administrative Counsel will send the forms to Finance so that payment can begin. If there are errors on the form, the Member office will be contacted and required to correct them.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 1 of 3 – 116th Congress)

Pursuant to 2 U.S.C. § 4313, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, _____

_____,
(Landlord's name) (Landlord's street address, city, state, ZIP code)

("Lessor"), and _____, a Member/Member-Elect of the U.S. House of
(Lessee's name)

Representatives ("Lessee"), agree as follows:

1. **Location.** Lessor shall lease to Lessee _____ square feet of office space located at

(Office street address)
in the city, state and ZIP code of _____.
(Office city, state and ZIP)

2. **Lease Amenities.** Lessee shall be entitled to receive and Lessor shall be required to provide the amenities agreed to in Section A of the District Office Lease Attachment ("Attachment") accompanying this Lease.
3. **Term.** Lessee shall have and hold the leased premises for the period beginning _____, 20____ and ending _____, 20____. The term of this District Office Lease ("Lease") may not exceed two (2) years and may not extend beyond January 2, 2021, which is the end of the constitutional term of the Congress to which the Member is elected.
4. **Rent.** The monthly rent shall be _____, and is payable in arrears on or before the last day of each calendar month. Rent payable under this Lease shall be prorated on a daily basis for any fraction of a month of occupancy.
5. **Early Termination.** This Lease may be terminated by either party giving _____ days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.
6. **Payments.** During the term of this Lease, rent payments under Section 4 of this Lease shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives (the "CAO") on behalf of the Lessee.
7. **District Office Lease Attachment for 116th Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 116th Congress.
8. **Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 2 of 3 – 116th Congress)

9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.
10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:

[Signature page follows.]

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 3 of 3 – 116th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

Print Name of Lessor/Landlord/Company

Print Name of Lessee

By: _____
Lessor Signature
Name:
Title:

Lessee Signature

Date

Date

Clear Form

Print Form

Save Form

This District Office Lease must be accompanied with an executed District Office Lease Attachment.

District Office Lease Attachment- Instructions

The District Office Lease Attachment must accompany *every* Lease or Lease Amendment that is submitted for a Member/Member-Elect's District Office.

NO LEASE, AMENDMENT OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.

The term of a District Office Lease or Amendment for the 116th Congress may not commence prior to January 3, 2019.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 116th Congress, leases should end on January 2, 2021, not December 31, 2020.

A few things to keep in mind:

- A. The Member/Member-Elect is required to personally sign the documents.
- B. The Member/Member-Elect must indicate in Section A ("Lease Amenities") of the Attachment whether the proposed leased space will serve as a flagship district office.
- C. The Lessor must complete the amenities checklist in Section A ("Lease Amenities"), unless the checkbox at the top of the amenities checklist is marked to indicate that amenities are listed elsewhere in the Lease.
- D. Broadband/cable availability can be checked by entering the address of the proposed leased space at <https://broadbandmap.fcc.gov>. The Member/Member-Elect should still confirm broadband/cable status directly with the Lessor.
- E. Section B ("Additional Terms and Conditions") of the Attachment SHALL NOT have any provisions deleted or changed.
- F. Even if rent is zero, an Attachment is still required.
- G. **Prior to either party signing a Lease or Amendment, the Member/Member-Elect must submit the proposed Lease or Amendment, accompanied by a copy of the Attachment, to the Administrative Counsel for review and approval.** If the Administrative Counsel determines that the proposed terms and conditions of the Lease or Amendment are in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the execution of the Lease or Amendment. Please submit the proposed Lease or Amendment and Attachment either by e-mail in PDF form (leases@mail.house.gov) or by fax (202-225-6999).
- H. Once signed by both parties, the Lease or Amendment and the Attachment must be submitted to the Administrative Counsel for final approval. The Attachment should be submitted at the same time the Lease or Amendment is sent to the Administrative Counsel. They may be sent by email in PDF form (leases@mail.house.gov) or faxed to (202-225-6999).
- I. Without a properly signed and submitted Attachment, the Lease or Amendment cannot be approved and payments will not be made. The parties agree that any charges for default, early termination or cancellation of the Lease or Amendment which result from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and are not reimbursable from the Member's Representational Allowance.
- J. **Lessor shall provide a copy of any assignment, estoppel certificate, notice of a bankruptcy or foreclosure, or notice of a sale or transfer of the leased premises to the Administrative Counsel by e-mail in PDF form (leases@mail.house.gov).**

District Office Lease Attachment

(Page 1 of 5 – 116th Congress)

SECTION A (Lease Amenities)

Section A designates whether the leased space will be the Member/Member-Elect's flagship (primary) office and sets forth the amenities provided by the Lessor to be included in the Lease. Except as noted below, the amenities listed are not required for all district offices.

To be completed by the Member/Member-elect:

- ☐ The leased space will serve as my flagship (primary) District Office.
- ☐ The leased space will NOT serve as my flagship (primary) District Office.

To be completed by the Lessor:

- ☐ Amenities are separately listed elsewhere in the Lease.
(The below checklist can be left blank if the above box is checked.)

The Lease includes (please check and complete all that apply):
(Items marked with an asterisk and in bold are **required** for ALL district offices for the 116th Congress.)

- ☐ * **Broadband and/or Cable Access to the Leased Space (e.g. Comcast, Cox, Verizon, etc.).**
(Check broadband status by entering the leased space address at <https://broadbandmap.fcc.gov>.
The parties should also directly discuss broadband status.)

- ☐ * **Interior Wiring CAT 5e or Better within Leased Space.**

- ☐ Lockable Space for Networking Equipment.

- ☐ Telephone Service Available.

- ☐ Parking. ☐ _____ Assigned Parking Spaces
☐ _____ Unassigned Parking Spaces
☐ General Off-Street Parking on an As-Available Basis

- ☐ Utilities. Includes: _____

- ☐ Janitorial Services. Frequency: _____

- ☐ Trash Removal. Frequency: _____

- ☐ Carpet Cleaning. Frequency: _____

- ☐ Window Washing. ☐ Window Treatments.

- ☐ Tenant Alterations Included In Rental Rate.

- ☐ After Hours Building Access.

- ☐ Office Furnishings. Includes: _____

- ☐ Cable TV Accessible. If checked, Included in Rental Rate: ☐ Yes ☐ No

- ☐ Building Manager. ☐ Onsite ☐ On Call Contact Name: _____

Phone Number: _____ Email Address: _____

District Office Lease Attachment

(Page 2 of 5 – 116th Congress)

SECTION B **(Additional Terms and Conditions)**

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment (“Attachment”) is incorporated into and made part of the Lease (“Lease”) and, if applicable, District Office Lease Amendment (“Amendment”) to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the “House”) nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the “CAO”) to Lessor to satisfy Lessee’s rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO (“Administrative Counsel”) must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing the last page of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a)

District Office Lease Attachment

(Page 3 of 5 – 116th Congress)

terminate the Lease by giving thirty (30) days' prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee's successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 116th Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3100, Attn: Office of Financial Counseling, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
11. **Assignments.** Lessor shall not have the right to assign (by operation of law or otherwise) any of its rights, interests and obligations under the Lease, in whole or in part, without providing thirty (30) days prior written notice to Lessee, and any such purported assignment without such notice shall be void. Lessor shall promptly file a copy of any such assignment notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3100, Attn: Office of Financial Counseling, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of the Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to the Administrative Counsel by e-mail at leases@mail.house.gov.

District Office Lease Attachment

(Page 4 of 5 – 116th Congress)

15. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
16. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.
17. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
18. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
19. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
20. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
21. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
22. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
23. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
24. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.

District Office Lease Attachment

(Page 5 of 5 – 116th Congress)

25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.
28. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
29. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

Print Name of Lessor/Landlord

Print Name of Lessee

By: _____
Lessor Signature
Name:
Title:

Lessee Signature

Date

Date

From the Member's Office, who is the point of contact for questions?

Name _____ Phone (____) _____ E-mail _____@mail.house.gov

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20____.
(Administrative Counsel)

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.*

Clear Form

Print Form

Save Form

Print Form only, no instructions

Print Form & Instructions

**Instructions for Completing
U.S. House of Representatives
Substitute W-9 and ACH Vendor/Miscellaneous Payment Enrollment Form**

Section I - Agency Information – Includes the name and address, agency identifier, agency location code and telephone number for the House of Representatives.

Section II - Payee/Company Information – Print or type the name of the payee/company and address that will receive payment, social security or taxpayer ID number, contact person name, telephone number and email of the payee/company. Print or type the purchase order and remit to addresses if different from the payee/company address. Check the appropriate boxes for federal tax classification.

Section III - Financial Institution Information – Print or type the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Check the appropriate box for type of account. Payee/Company may include a voided check with this form.

ACH Account Information Located on a Check or Deposit Ticket

<u>FINANCIAL INSTITUTION NAME</u>	name of the financial institution to which the payments are to be directed
<u>ROUTING TRANSIT NUMBER (RTN)</u>	financial institution's 9 digit routing transit number; <i>found on the bottom of a check or deposit ticket or from your Financial Institution</i>
<u>ACCOUNT TITLE</u>	employee's or vendor's name on the account
<u>ACCOUNT NUMBER</u>	account number at the financial institution

1. Routing Transit Number (RTN) – nine digits located between two symbols. This number identifies the bank holding your account and check processing center.
2. Account number – this is your complete account number. Your account number can be up to 17 digits. Please include leading zeros.
3. ACH Routing Transit Number – Automated Clearing House routing number, use this number for your Routing Transit Number (RTN) if you bank with **SunTrust Bank**.
4. Check number – This information is not necessary - do not provide

Section IV - Socio-Economic Information – Check the boxes for each category, if applicable: type of business, small disadvantaged business program, HUBZone program, emerging small business, women-owned business, other preference programs, Veteran owned status and size of business. Detailed information related to Small Business programs can be found at <http://www.sba.gov/>.

Section V - Certification of Data By Payee/Company – Print or type the name, title/position and phone number of the Authorized official. The Authorized official must sign and date the form.



Brainerd City Council Agenda Request

Requested Meeting Date: January 7, 2019

Title of Item: Essentia Health - St. Joseph's Medical Center Easement

☐ 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: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached is an easement for the council's review as it pertains to a sign and landscape island encroachment in front of the old Lakes Imaging, now owned by Essentia Health at 2019 S 6th Street.	
Alternatives, Options, Effects on Others/Comments: The easement would consists of an area that encumbers a sign and landscape island encroachment in the City right-of-way. These two items are more-or-less grandfathered into their current location. However, Essentia Health purchased the building on 1/2/2019, and are requiring an easement to for these two items to be included with the sale of the property. The document grants easement over the portion of the City's right-of-way on the frontage road and allows the encroachments to stay in place until a time the City would propose widening of the road, at which time the improvements would need to be removed at the soul cost of the current owner and provided with the correct set-backs per City Code. Please see the attached sketch of the easement area for reference. At the time of removal, the easement would be released. The encroachments will continued to be maintained by the current or successive owners.	
Recommended Action/Motion: Staff recommends approval of the attached easement as presented.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

ENCROACHMENT AND EASEMENT AGREEMENT

This Encroachment and Easement Agreement (this “**Agreement**”) is entered into on the ____ day of _____, 201_ by the City of Brainerd, a municipal corporation under the laws of Minnesota (the “**City**”) and St. Joseph’s Medical Center, a nonprofit corporation under the laws of Minnesota, dba Essentia Health St. Joseph’s Medical Center (“**Essentia**”).

RECITALS

A. Essentia is the owner of the property located at 2019 S. 6th Street, Brainerd, Minnesota, which is legally described on attached **Exhibit A** (the “**Essentia Property**”).

B. A survey dated December __, 2018, prepared by Widseth Smith Nolting (the “**Survey**”) disclosed that a portion of a sign and a portion of a traffic island serving the Essentia Property (collectively, the “**Encroachments**”) encroach upon the City’s right-of-way.

C. Essentia desires to obtain an easement that would permit the Encroachments to remain on the City’s right-of-way until such time as the road within the City’s right-of-way is widened to an extent that the continued presence of the Encroachments would interfere with the widened road or ancillary improvements.

D. The City is willing to grant such an easement on the terms and conditions set forth in this Agreement.

PROVISIONS

In consideration of the mutual covenants of the parties contained herein and intending to be legally bound hereby, the City and Essentia agree as follows:

1. The City hereby grants an easement over the portion of the City’s right-of-way (the “**Easement**”) legally described on attached **Exhibit B**, and shown by crosshatching on the copy of the Survey attached hereto as **Exhibit C**. The Easement shall permit the Encroachments to remain on the City’s right-of-way and be used for the benefit of the Essentia Property until such time as the City widens the road or makes ancillary improvements within the City’s right-of-way (the “**Road Improvements**”) to an extent that continued existence of the Encroachments would interfere with the Road Improvements. At that time, the City shall have the right to order the removal of the Encroachments at the sole expense of Essentia. Upon removal, the then owners of the Essentia Property shall release the Easement granted herein.

2. While the Encroachments remain in place, the owners of the Essentia Property shall be solely responsible for maintaining the Encroachments in a good and lawful condition.

3. For the convenience of the parties, this Agreement may be signed in counterparts.

The City of Brainerd has signed this Agreement as of the date set forth above. Signatures and acknowledgments of Essentia are set forth on the page that follows this page.

The City of Brainerd

By_____

Its_____

STATE OF MINNESOTA)
) ss
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this ___ day of _____, 2019, by _____, the _____ of the City of Brainerd, a Minnesota municipal corporation, on behalf of said municipal corporation.

Notary Public

Essentia has signed this Agreement as of the date set forth above.

St. Joseph's Medical Center, a nonprofit corporation
under the laws of Minnesota, dba Essentia Health St.
Joseph's Medical Center

By: Adam Rees
Its: President

STATE OF MINNESOTA)
) ss
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019,
by Adam Rees the President of St. Joseph's Medical Center, a nonprofit corporation under the laws
of Minnesota, dba Essentia Health St. Joseph's Medical Center , on behalf of said limited liability
company.

Notary Public

This Instrument was Drafted by:
Fredrikson & Byron, P.A. (LJB)
200 South Sixth Street, Suite 4000
Minneapolis, MN 55402

EXHIBIT A
Legal Description of the
Lakes Area Resources Property

Lot Nine (9), Block Three (3) of Holiday Inn Addition to Brainerd according to the plat thereof on file and of record in the office of the Registrar of Titles in and for Crow Wing County, and also including a non-exclusive easement for ingress and egress over and across the North 10 feet of Lot Ten (10), Block Three (3), Holiday Inn Addition to Brainerd, Minnesota.

EXHIBIT B
Legal Description of the Easement

SIGN EASEMENT DESCRIPTION:

That part of OUTLOT A, HOLIDAY INN ADDITION TO BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office, described as follows: Beginning at the northwest corner of Lot 9, Block Three, said HOLIDAY INN ADDITION TO BRAINERD; thence South 00 degrees 00 minutes 32 seconds West, assumed bearing, 5.00 feet along the east line of said OUTLOT A; thence North 89 degrees 59 minutes 28 seconds West 5.00 feet; thence North 00 degrees 00 minutes 32 seconds East 5.00 feet to the intersection with the line that bears North 89 degrees 59 minutes 28 seconds West from the point of beginning; thence South 89 degrees 59 minutes 28 seconds East 5.00 feet to the point of beginning.

PARKING ISLAND EASEMENT DESCRIPTION:

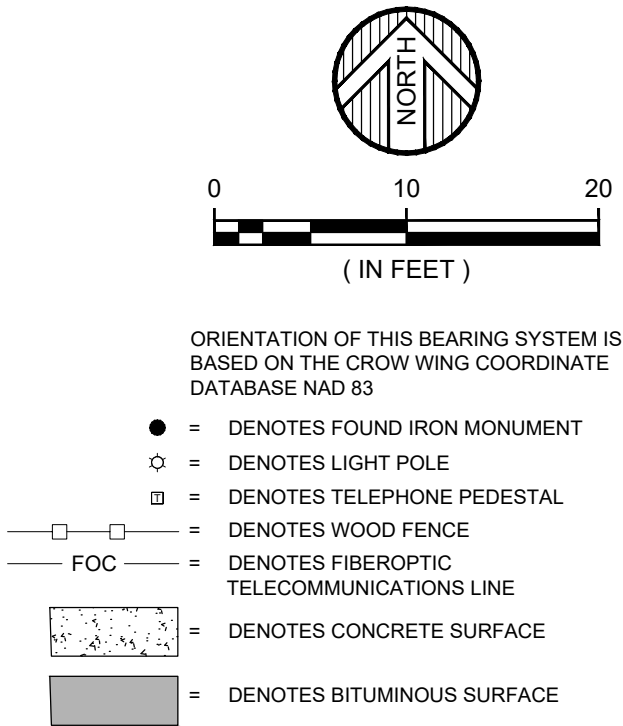
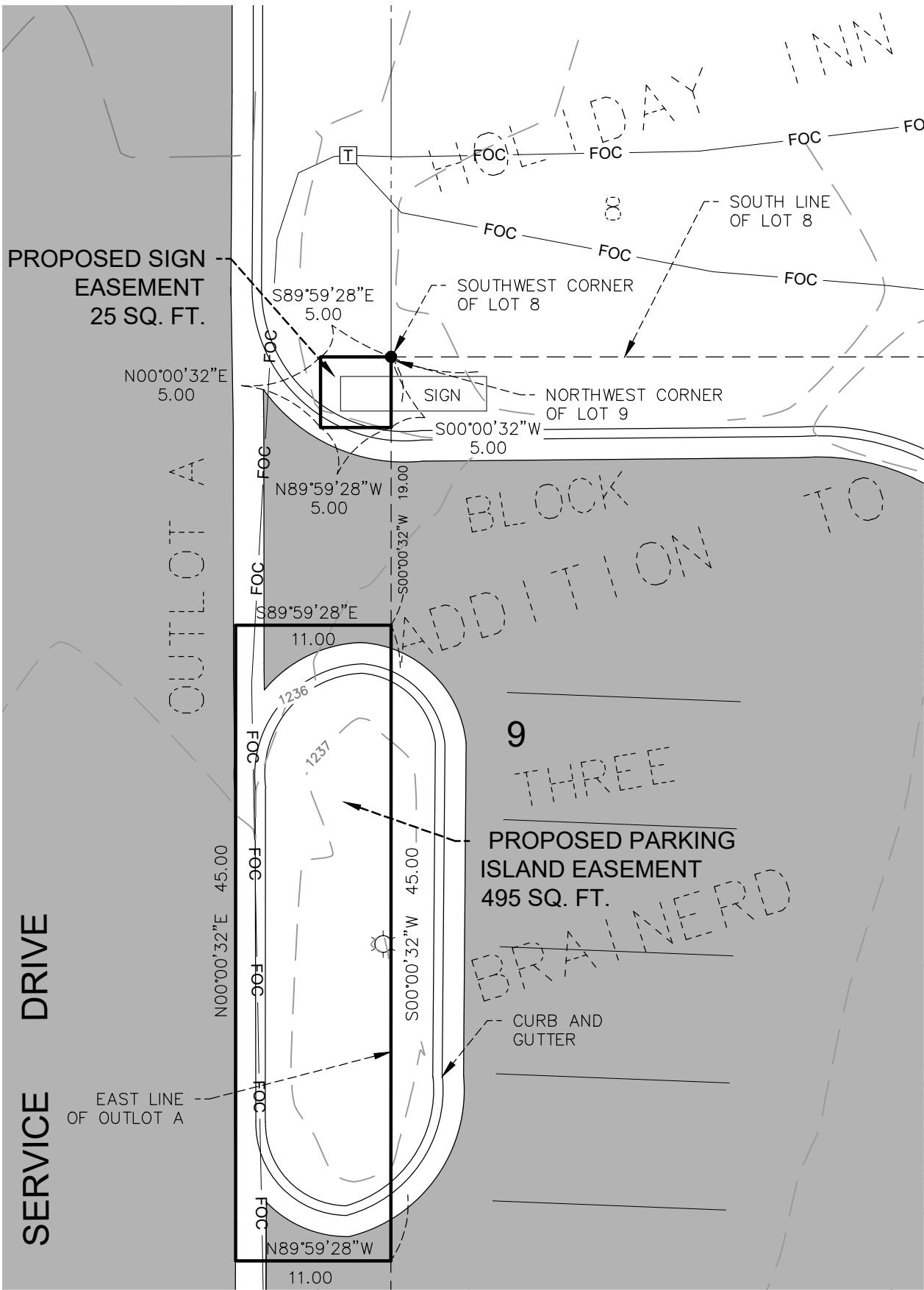
That part of OUTLOT A, HOLIDAY INN ADDITION TO BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office, described as follows: Commencing at the northwest corner of Lot 9, Block Three, said HOLIDAY INN ADDITION TO BRAINERD; thence South 00 degrees 00 minutes 32 seconds West, assumed bearing, 19.00 feet along the east line of said OUTLOT A to the point of beginning of the easement to be described; thence continuing South 00 degrees 00 minutes 32 seconds West 45.00 feet along said east line of OUTLOT A; thence North 89 degrees 59 minutes 28 seconds West 11.00 feet; thence North 00 degrees 00 minutes 32 seconds East 45.00 feet to the intersection with the line that bears North 89 degrees 59 minutes 28 seconds West from the point of beginning; thence South 89 degrees 59 minutes 28 seconds East 11.00 feet to the point of beginning.

EXHIBIT C
Copy of the WSN sketch with the Easement Shown

65560305.2

SKETCH AND DESCRIPTION

PART OF OUTLOT A, HOLIDAY INN ADDITION TO BRAINERD,
SECTION 36, TOWNSHIP 45, RANGE 31,
CROW WING COUNTY, MINNESOTA



PROPOSED SIGN EASEMENT DESCRIPTION:

That part of OUTLOT A, HOLIDAY INN ADDITION TO BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office, described as follows: Beginning at the northwest corner of Lot 9, Block Three, said HOLIDAY INN ADDITION TO BRAINERD; thence South 00 degrees 00 minutes 32 seconds West, assumed bearing, 5.00 feet along the east line of said OUTLOT A; thence North 89 degrees 59 minutes 28 seconds West 5.00 feet; thence North 00 degrees 00 minutes 32 seconds East 5.00 feet to the intersection with the line that bears North 89 degrees 59 minutes 28 seconds West from the point of beginning; thence South 89 degrees 59 minutes 28 seconds East 5.00 feet to the point of beginning.

PROPOSED PARKING ISLAND EASEMENT DESCRIPTION:

That part of OUTLOT A, HOLIDAY INN ADDITION TO BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office, described as follows: Commencing at the northwest corner of Lot 9, Block Three, said HOLIDAY INN ADDITION TO BRAINERD; thence South 00 degrees 00 minutes 32 seconds West, assumed bearing, 19.00 feet along the east line of said OUTLOT A to the point of beginning of the easement to be described; thence continuing South 00 degrees 00 minutes 32 seconds West 45.00 feet along said east line of OUTLOT A; thence North 89 degrees 59 minutes 28 seconds West 11.00 feet; thence North 00 degrees 00 minutes 32 seconds East 45.00 feet to the intersection with the line that bears North 89 degrees 59 minutes 28 seconds West from the point of beginning; thence South 89 degrees 59 minutes 28 seconds East 11.00 feet to the point of beginning.

DATE: JANUARY 2, 2019	DATE	AMENDMENTS	BY	PREPARED FOR: JAMES GAMMELLO
SCALE: AS SHOWN				I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY: CPS				
CHECKED BY: CMC				CHAD M. CONNER
FILE NUMBER: 293B2390.000				DATE: 01-02-2019 LIC. NO. 41643



WIDSETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental



Brainerd City Council Agenda Request

Requested Meeting Date: January 7, 2019

Title of Item: Wage Resolution for Department Heads and non-union Supervisors

☐ 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: Cassandra Torstenson & Kris Schubert	Department: Administration
Presenter (Name & Title): Cassandra Torstenson & Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: Pursuant to City Council and BPU Commission direction, attached is a wage resolution for City and BPU Department Heads and non-union Supervisors utilizing our new pay philosophy. This philosophy includes an eight step pay plan with Steps 7 & 8 reserved for Merit/Performance-Based pay.	
Alternatives, Options, Effects on Others/Comments: In 2017, the City hired DDA to conduct a classification and compensation market study. Based on that research, a wage grid was created based on the actual average market rate paid for all positions (Step 5). The employee's initial placement in the salary schedule reflects the closest step to their actual salary as of December 31, 2018. As negotiated with the unions, if an employee was placed at Step 6 and was scheduled to receive a longevity step increase between 1/1/19 - 12/31/21, we adjusted their 12/31/18 wage to reflect that longevity step. The attached resolution will place all City and BPU Department Heads and non-Union Supervisors onto the wage grid with a 1% COLA adjustment for 2019, 2% for 2020, and 3% for 2021.	
Recommended Action/Motion: Motion to adopt the attached resolution setting the wages and step placement for all City and BPU Department Heads and non-union Supervisors for 2019 - 2021.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> The 2019 wage adjustments were included in the 2019 budget.	

RESOLUTION

No. :19

BE IT RESOLVED by the Council of the City of Brainerd that, with respect to Department Heads and non-union Supervisory employees, the Salary Administration Plan is hereby revoked and replaced as follows:

- All Department Heads and non-union Supervisory employees are salaried positions.
- The annual salaries for Department Heads and non-union Supervisory employees shall be calculated based on the hourly rate identified in the below 8-step grids.
- The rates for years 2020 – 2021 include a 2% and 3% COLA respectively.

City of Brainerd Department Heads and Non-Union Supervisors:

							<i>Merit</i>	
	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Police Administrative Supervisor, Recreation Specialist								
1/1/2019	26.37	27.68	29.01	30.32	31.64	32.96	34.28	35.60
1/1/2020	26.90	28.24	29.59	30.93	32.28	33.62	34.97	36.32
1/1/2021	27.71	29.09	30.48	31.85	33.24	34.62	36.01	37.40
Assistant City Engineer, City Building Official								
1/1/2019	29.05	30.50	31.96	33.40	34.86	36.31	37.76	39.22
1/1/2020	29.63	31.11	32.60	34.07	35.55	37.04	38.52	40.00
1/1/2021	30.52	32.05	33.57	35.09	36.62	38.15	39.68	41.20
Fire Marshall/Deputy Fire Chief, HR Coordinator, Transit Coordinator								
1/1/2019	31.96	33.55	35.15	36.74	38.34	39.95	41.54	43.14
1/1/2020	32.60	34.22	35.85	37.48	39.11	40.75	42.37	44.00
1/1/2021	33.57	35.25	36.93	38.60	40.28	41.97	43.64	45.32
Park Director, Deputy Police Chief, IT/GIS Coordinator								
1/1/2019	34.83	36.57	38.31	40.06	41.79	43.53	45.28	47.02
1/1/2020	35.52	37.30	39.08	40.86	42.63	44.40	46.18	47.96
1/1/2021	36.59	38.42	40.25	42.08	43.91	45.73	47.57	49.40
Community Development Director, Fire Chief								
1/1/2019	36.24	38.05	39.86	41.67	43.48	45.30	47.11	48.91
1/1/2020	36.96	38.81	40.65	42.51	44.35	46.21	48.05	49.89
1/1/2021	38.07	39.97	41.87	43.78	45.68	47.59	49.49	51.39
City Engineer, Finance Director, Police Chief								
1/1/2019	38.05	39.95	41.85	43.75	45.65	47.56	49.46	51.36
1/1/2020	38.81	40.75	42.69	44.63	46.57	48.51	50.45	52.39
1/1/2021	39.97	41.97	43.97	45.97	47.96	49.97	51.96	53.96
City Administrator								
1/1/2019	52.32	54.93	57.55	60.17	62.78	65.40	68.01	70.63
1/1/2020	53.36	56.03	58.70	61.37	64.04	66.71	69.37	72.04
1/1/2021	54.97	57.71	60.46	63.21	65.96	68.71	71.45	74.20

Brainerd Public Utilities Department Heads and Non-Union Supervisors:

							<i>Merit</i>	
	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Accounting Supervisor, Technology Supervisor								
1/1/2019	37.38	39.25	41.13	43.00	44.86	46.73	48.60	50.47
1/1/2020	38.13	40.03	41.95	43.86	45.76	47.67	49.57	51.48
1/1/2021	39.27	41.24	43.21	45.17	47.13	49.10	51.06	53.02
Wastewater Supervisor								
1/1/2019	41.56	43.64	45.72	47.80	49.87	51.95	54.04	56.12
1/1/2020	42.39	44.52	46.64	48.76	50.87	52.99	55.12	57.24
1/1/2021	43.67	45.85	48.04	50.22	52.40	54.58	56.77	58.96
Line Supervisor								
1/1/2019	42.40	44.51	46.63	48.75	50.87	53.00	55.12	57.24
1/1/2020	43.25	45.40	47.57	49.73	51.89	54.06	56.22	58.38
1/1/2021	44.55	46.76	48.99	51.22	53.45	55.68	57.91	60.13
Superintendent, Finance Director								
1/1/2019	55.64	58.43	61.21	63.99	66.77	69.56	72.34	75.12
1/1/2020	56.75	59.60	62.43	65.27	68.11	70.95	73.78	76.63
1/1/2021	58.46	61.39	64.30	67.23	70.15	73.08	76.00	78.93

BE IT FURTHER RESOLVED that the City Council may consider a resolution modifying the salary for Department Heads and non-union Supervisors to reflect any COLA increases agreed to by the majority of the City and BPU unions.

BE IT FURTHER RESOLVED that Department Heads and non-union Supervisory employees may advance one step, up to Step 6, upon obtaining an “achieves expectations” on their annual performance review. In order to advance to Step 7, an employee must be on Step 6 and obtain two “achieves expectations” and one “exceeds expectations” on their annual performance evaluation in any given three-year cycle beginning January 1, 2019. In order to advance to Step 8, an employee must be on Step 7 and obtain two “achieves expectations” and one “exceeds expectations” on their annual performance evaluation in any given three-year cycle.

BE IT FURTHER RESOLVED that Department Heads and non-union Supervisory employees currently employed by the City and/or BPU will be placed in the following steps as of January 1, 2019. The current employee’s initial placement in the salary schedule reflects the closest step to their actual salary as of December 31, 2018.

City	Name	Step
Parks Director	Sailer	2
Community Development Director	Chanski	2
Fire Chief	Holmes	6
City Engineer	Sandy	6
Finance Director	Hillman	6
Police Chief	McQuiston	6
City Administrator	Torstenson	3
Assistant City Engineer	Fladung	6
IT/GIS Coordinator	Strong	3
Fire Marshal/Deputy Fire Chief	Cox	2
Transit Coordinator	Stone	1
Recreation Specialist	Kaufman	2
Police Administrative Supervisor	McCullough	5
Deputy Police Chief	Bestul	6
HR Coordinator	Schubert	2
BPU	Name	Step
Technology Supervisor	Andersen	1
Wastewater Supervisor	Larson	3
Line Supervisor	Hawkinson	5
Superintendent	Magnuson	1
Finance Director	Wicklund	2

BE IT FURTHER RESOLVED that, any current employee in the positions described above who: 1) would be placed on the salary schedule on Step 6; **and** 2) as of January 1, 2019 has not reached Step D on the prior Salary Administration Plan will be placed on Step 6 for purposes of advancement on the salary schedule. Said employees will continue to be paid in accordance with the prior Salary Administration Plan up to Step D until such time as their salary at their current step on this salary schedule equals or exceeds what they are being paid at Step D of the prior Salary Administration Plan.

Adopted this ____ day of January, 2019.

President of the Council

Approved this ____ day of January, 2019.

EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: January 7th, 2019

Title of Item: Police Officer Resignation and Request to Hire

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 5 MINUTES
Summary of Issue: Police Investigator Justin Athman has been offered a position with the Crow Wing County Sheriff's Department and he has submitted his Letter of Resignation effective January 18th(letter attached). With this vacancy, and the addition of the two new positions to the Police Department for 2019, are requesting authorization for the Civil Service to certify the next available candidates on our eligibility list. We would anticipate providing the Council with candidate(s) name(s) at the next meeting on January 22nd, for conditional job offer authorization.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Accept Investigator Athman's resignation with regret, and Authorize the Police & Fire Civil Service Commission to certify the next available candidates on the current Police Officer Eligibility List.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> The position and costs associated with the process are with in the department's current budget.	

Justin Athman

Pierz, MN 56364

Cell:

jvathman@gmail.com

January 4th, 2019

Chief Corky McQuiston
Brainerd Police Department
225 East River Road
Brainerd, MN 56401

Chief McQuiston:

I would like to inform you that I am resigning from my position as an Investigator with the Brainerd Police Department. I am requesting that my last day of work be Friday, January 18th, 2019. I have accepted an opportunity that I feel will better suit my long term personal and family goals.

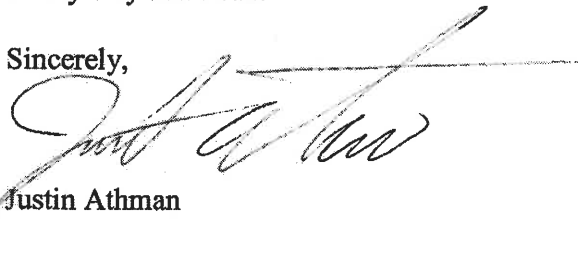
I would like to thank everyone at the Brainerd Police Department, and you Chief McQuiston, for all of the training, mentorship, support, guidance, experience and opportunities that I have been given throughout my time with the department.

In my humble opinion, the officers of the Brainerd Police Department represent the highest standards for professionalism and for the quality of service that they provide to the community. I believe this to be a direct reflection of the leadership within the agency. It has been an honor to work with, and learn from, such men and women during my six years of employment.

I am very thankful that the Brainerd Police Department gave me the opportunity to begin my career as an officer and I am extremely grateful for the foundation that Brainerd Police Department has provided to me.

If I can be of any assistance during this transition, please let me know. I would be glad to help in any way that I can.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Justin Athman', is written over a horizontal line.

Justin Athman