

CITY COUNCIL AGENDA

Brainerd, Minnesota

March 18, 2019

7:30 P.M.

Brainerd City Hall

Council Chambers

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

2. **Roll Call**

___ K. Bevans ___ D. Badeaux ___ S. Hilgart ___ J. Lambert

___ K. Stunek ___ D. Pritschet ___ G. Johnson ___ Mayor Menk

3. **Pledge Of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval Of Minutes**

1. Regular Meeting Held on March 4, 2019

Documents:

20190304_CC draft.pdf

B. **Approval Of Licenses**

Contractor Licenses - 3 Renewals

Documents:

2019-03-18 License RPT.pdf

C. **Department Activity Reports**

1. Police Chief
2. Finance Director

Documents:

Police Chief Report.pdf

D. **Temporary On-Sale Liquor License Application - Submitted By The Elks Governing Body, 215 S 9th St., Brainerd For An Event To Be Held On May 8, 2019 At The Brainerd National Guard Armory, 1115 Wright St., Brainerd**

- E. Minnesota Lawful Gambling - Adopt A Resolution Authorizing The Brainerd Aeries Eagles #287 To Conduct Off-Site Gambling April 26 And 27, 2019 At Memorial Park, 1700 Mill Ave., Brainerd
- F. Off-Sale Liquor License Transfer - Paul M. Andersen, North Star Liquor Inc. DbA Highway 25 Liquor To Dane P. Andersen, Mill Avenue Liquor LLC - Contingent Upon Police And Fire Department Approval And Background Check

Documents:

Letter of Request to Transfer.pdf

- G. Tobacco License Transfer - Paul M. Andersen, North Star Liquor Inc. DbA Highway 25 Liquor To Dane P. Andersen, Mill Avenue Liquor LLC - Contingent Upon Police And Fire Department Approval And Background Check

6. Presentations

- A. 2018 Airport Annual Report - Mr. Steve Wright

Documents:

Airport Annual Report.pdf

7. Council Committee Reports

- A. Safety And Public Works Committee - 6:30 P.M.

Documents:

20190318_SPW.pdf

- 1. Police Department Request For Rental License Action

Documents:

Police Department Request for Rental License Action.pdf

- 2. Buffalo Hills Lane And Mississippi Drive Assessments

Documents:

Buffalo Hills Lane and Mississippi Drive Assessments.pdf

- 3. City-Wide Clean-Up Discussion And Direction

Documents:

City-Wide Clean-Up Discussion and Direction.pdf

- 4. Improvement 17-08 - Garfield Safe Routes To School - Authorization

To Solicit Bids For Construction

Documents:

Improvement 17-08 - Garifled Safe Routes to School Authorization to Bid.pdf

5. Improvement 17-10 - Sanitary Sewer Reconstruction Bids - Between Oak Street And Pine Street Between 11th Street SE And 19th Street SE

Documents:

Improvement 17-10 - Sanitary Sewer Reconstruction Bids - Between Oak Street and Pine Street between 11th Street SE and 19th Street SE.pdf

6. Resolution - Comprehensive Road And Transit Funding

Documents:

Resolution - Comprehensive Road and Transit Funding.pdf

B. Personnel And Finance Committee - 7:15 P.M.

Documents:

2019-03-18_PF.pdf

1. Approval Of Bills
2. Approval Of Mississippi Riverfront Grant Applications

Documents:

Mississippi Riverfront Grant Applications.pdf

3. 2019-2020 IBEW Local #31 (BPU) Union Contract

Documents:

2019-2020 IBEW Local 31 (BPU) Union Contract.pdf

4. Employee Policy Manual Amendment For Section 9 - Overtime Hours

Documents:

Employee Policy Manual Revision for Section 9 Overtime Hours.pdf

5. Assignment Of Agreement With Springsted To Baker Tilly Municipal Advisors, LLC

Documents:

Assignment of Agreement.pdf

6. Authorization To Dispose Of Excess Office Furniture

Documents:

Disposal of Furniture.pdf

8. **Unfinished Business**

A. **Call For Applicants - Informational**

(Applications Available in Council Chambers, at City Hall or at the City's Website)(<http://www.ci.brainerd.mn.us/>)

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 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)

B. **First Reading - Proposed Ordinance No. 1492 - An Ordinance Amending City Code Sections 1010, 1015, 425 And 421 - City Administrator Torstenson Recommends To Dispense With The Actual Reading**

- Section 1010 - License Fees
- Section 1015 - Permit Procedures and Fees
- Section 425 - Rental Housing Maintenance Code
 - (Administered by RES 45:10)
- Section 421 - Uniform Fire Code

Documents:

First Reading - Ord 1492.pdf

9. **New Business**

A. **Public Hearing - Annual Stormwater And Municipal Separate Storm Sewer System Presentation**

Documents:

MS4 Presentation and Public Hearing.pdf

10. **Public Forum**

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

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Council Member Reports**

13. **Motion To Closed Session Pursuant To MN Statutes 13D.03 To Discuss Labor Negotiation Strategy**

14. **Adjourn**

Note: Safety and Public Works Committee will meet at 6:30 p.m.
Personnel and Finance Committee will meet at 7:15 p.m.

ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307

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

MISSION

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

**Brainerd, MN
March 4, 2019**

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:31 P.M. by Council President Johnson.

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

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

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO ADOPT THE CONSENT CALENDAR.

A. Approval of the Minutes of the Regular Meeting held on February 19, 2019 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 4 – Renewals

C. Department Activity Reports - Approved

1. Fire Chief
2. Parks Director

D. Minnesota Lawful Gambling Application to Conduct Excluded Bingo – Submitted by St. Andrews Church, 1108 Willow St., Brainerd. Bingo Events to be Held April 7, 2019 and November 23, 2019 - Approved

E. Temporary Beer License – Submitted by Mid-Minnesota Builders Association for an Event to be Held March 22 – 24, 2019 at the Essentia Health Sports Center, 502 Jackson St., Brainerd – Contingent Upon Police and Fire Chief Approval - Approved

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

Council Committee Reports

Safety and Public Works Committee Report

Event/Street Closure Application – Annual Elbow Convention - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR SHEP'S ON 6TH ANNUAL ELBOW CONVENTION AUGUST 23 – 24, 2019.

March 4, 2019 - **DRAFT**

Event/Street Closure Application – Corpus Christi Procession - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND STUNEK, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE EVENT/STREET CLOSURE FOR THE CORPUS CHRISTI PROCESSION ON JUNE 23, 2019 UNDER THE CONDITIONS THE APPLICANT REQUEST ASSISTANCE AT BUSY STREET CROSSINGS WITH THE POLICE DEPARTMENT PRIOR TO THE EVENT.

Resolution – Combining Certain Improvement Projects – Adopted by Resolution No. 11:19

City Engineer Sandy explained that combining improvement projects have advantages of better bid prices for larger projects and assessment proceedings can be conducted as one proceeding.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO ACCEPT STAFF'S RECOMMENDATION TO ADOPT A RESOLUTION TO COMBINE IMPROVEMENT PROJECTS 17-06 AND 17-07 WHICH CONSIST OF THE H STREET NE AND 10TH AVENUE NE RECONSTRUCTION.

RESOLUTION NO. 11:19

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

Resolution – Declaring Sufficiency of Petition and Setting a Public Hearing - Request to Vacate a Portion of 16th Street SE from Oak Street to Norwood Street – Adopted by Resolution No. 12:19

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO ACCEPT STAFF'S RECOMMENDATION TO ADOPT AND EXECUTE A RESOLUTION TO DECLARE THE SUFFICIENCY OF THE ATTACHED PETITION AND SETTING THE PUBLIC HEARING ON THE PROPOSED VACATION ON APRIL 1, 2019 AT THE REGULARLY SCHEDULED COUNCIL MEETING.

RESOLUTION NO. 12:19

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

Resolution – Declaring Sufficiency of Petition and Setting a Public Hearing – Request to Vacate a Portion of the Alley Between Oak Street and Norwood Street from 16th Street SE to 17th Street SE – Adopted by Resolution No. 13:19

MOVED AND SECONDED BY ALDERMEN BEVANS AND STUNEK TO ACCEPT STAFF'S RECOMMENDATION TO ADOPT AND EXECUTE A RESOLUTION TO DECLARE THE SUFFICIENCY OF THE ATTACHED PETITION AND SETTING THE PUBLIC HEARING ON THE PROPOSED VACATION ON APRIL 1, 2019 AT THE REGULARLY SCHEDULED COUNCIL MEETING.

RESOLUTION NO. 13:19

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

Resolution – Declaring Sufficiency of Petition and Setting a Public Hearing – Request to Vacate a Portion of Pine Street Between South 5th Street and South 6th Street – Adopted by Resolution No. 14:19

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ACCEPT STAFF’S RECOMMENDATION TO ADOPT AND EXECUTE A RESOLUTION TO DECLARE THE SUFFICIENCY OF THE ATTACHED PETITION AND SETTING THE PUBLIC HEARING ON THE PROPOSED VACATION ON APRIL 1, 2019 AT THE REGULARLY SCHEDULED COUNCIL MEETING.

RESOLUTION NO. 14:19

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

Council President Johnson stated these last three resolutions are related to the ISD181 School Reconstruction Projects at the Brainerd High School and Harrison Elementary.

Personnel and Finance Committee Report

Approval of Bills - Approved

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

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

Resignation of Paid on Call Firefighter Mailhot - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF PAID ON CALL FIREFIGHTER JOSHUA MAILHOT, EFFECTIVE FEBRUARY 25, 2019.

Establish New Police Officer Eligibility List - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO AUTHORIZE THE POLICE & FIRE CIVIL SERVICE COMMISSION TO ESTABLISH A NEW POLICE OFFICER ELIGIBILITY LIST.

Police Lieutenant Promotion Request - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO APPROVE THE PROMOTION OF CHAD KLEFFMAN TO LIEUTENANT, EFFECTIVE MARCH 5, 2019, WITH STEP 4 AS HIS INITIAL PLACEMENT ON THE LIEUTENANT WAGE GRID (\$38.06 PER HOUR) DUE TO HIS TRAINING AND EXPERIENCE THAT RELATE TO THIS PROMOTION.

Promotion of Chuck Arvidson to City Building Official- Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO APPROVE THE APPOINTMENT OF CHUCK ARVIDSON AS THE BUILDING OFFICIAL AT STEP 4 (\$33.40 PER HOUR) OF THE BUILDING OFFICIAL WAGE SCHEDULE, EFFECTIVE MARCH 5, 2019.

Approval of Final Pay Equity Points and Appeal - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO APPROVE THE FINAL PAY EQUITY POINTS FOR EACH JOB CLASSIFICATION AS PRESENTED.

Consultant for Performance Evaluation and Culture Training - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK TO CONCEPTUALLY APPROVE RETAINING DR. ROBERT SICORA TO CONDUCT OUR 2019 PERFORMANCE EVALUATION AND PERFORMANCE BASED CULTURE TRAINING, CONTINGENT UPON RECEIPT OF SOURCEWELL GRANT ASSISTANCE IN THE AMOUNT OF TWO (2) \$2,500 GRANTS AND COST SHARING WITH BPU.

Council discussion took place.

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

Fire Contract Formula for 2020 – Informational

Committee Chair Hilgart explained the calculation was presented and approved by the Fire Advisory Board at their February 19, 2019 meeting. This information is used by the Townships that contract with Brainerd for fire service at their annual meetings in March, at which time they set their levies for 2020.

Unfinished Business

Call for Applicants – Informational:

(Application Information at www.ci.brainerd.mn.us/boards/)

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

Cable TV Advisory Committee – 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

March 4, 2019 - **DRAFT**

Public Hearing and Resolution – Ordering Improvements, Approving Plans and Specifications, and Ordering Advertisement for Bids – Improvement 17-06 and 17-07 – Adopted by Resolution No.15:19

City Engineer Sandy explained improvement 17-06 is for the reconstruction of northeast H Street from Mill Avenue to 13th Avenue NE and 17-07 is the reconstruction of 10th Avenue NE between Washington and northeast J Street. He stated these improvements coincide with the Safe Routes to School (SRTS) sidewalk project.

The Chair opened the public hearing at 7:54 p.m.

City Engineer Sandy announced that he did receive a phone call from a resident who is against the reconstruction for H Street. They did not feel that they should be responsible for funding a street that is used as a cut across. He stated there have been complaints in the past of traffic using H Street as the cut across to Mill Avenue. He also received a written response in opposition of the 10th Street reconstruction.

The Chair recognized Mr. Dean Gangelhoff, owner of 1212 H Street, Brainerd who was concerned about access to his property while construction is taking place. He also asked if interest is charged when assessments are added to property taxes and if the proposal includes a new city water line.

City Engineer Sandy stated there will be clear access to resident's properties during the entire construction and new water main improvements are included in the project to take care of the freezing line problems that have occurred.

Finance Director Hillman stated the interest is half a percent higher than the City's bond rate would be, which has been 3 - 3 1/2% in recent years.

The Chair closed the public hearing at 7:58 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO ADOPT A RESOLUTION ORDERING THE IMPROVEMENT, APPROVING PLANS AND SPECIFICATIONS, AND ORDERING ADVERTISEMENTS OF BIDS FOR IMPROVEMENTS 17-06 AND 17-07 TO BE OPENED ON APRIL 26, 2019 AT 10:00 A.M.

RESOLUTION NO. 15:19

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

First Reading – Proposed Ordinance No. 1492 – An Ordinance Amending City Code Sections 1010, 1015, 425 and 421 – City Administrator Torstenson Recommends to Dispense with the Actual Reading

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1492 – AN ORDINANCE AMENDING CITY CODE SECTIONS 1010, 1015, 425, AND 421.

Council President Johnson indicated he does not agree with the proposed fees for bars and restaurants. He stated a fee of \$3,300 for a bar and \$2,700 for a restaurant would be an acceptable compromise.

Council member Badeaux stated he feels the fee structure shown for a club membership is not necessary. He indicated the flat based fee should remain in place.

City Administrator Torstenson explained the club membership structure was taken from a Minnesota State Statute (340A.408 Subd. 2), as many other cities are using this as their fee platform.

Council discussion took place and directed staff to work with Attorney Langel regarding the statute and review of the fee structure.

Alderman Bevans withdrew his motion.

Planning Commission

Variance Request – 2910 Oak Street – To Construct an Accessory Structure - Approved

Community Development Director Chanski stated the Planning Commission recommended approval in a 3-2 vote of the variance request to construct an accessory structure with a 13' setback. He explained the details of the application, the property and the desire of the church to have an additional structure for storage.

MOVED AND SECONDED BY ALDERMEN HILGART AND BEVANS, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST FOR A 24' X 24' ACCESSORY STRUCTURE AT 2910 OAK STREET AS RECOMMENDED BY THE PLANNING COMMISSION.

Public Forum

The Chair opened the Public Forum at 8:13 p.m.

No one came forward.

The Chair closed the Public Forum at 8:13 p.m.

Staff Reports

None

Council Member Reports

Council member Bevans stated he visited the library recently and was very impressed with the facility, which is a great asset to our community.

Council member Johnson had the opportunity to attend the BLAEDC Annual Meeting last week and meet Mr. Don Ness, who is a former Duluth Mayor. He thanked Mr. Ness for the great presentation regarding community development.

Council member Badeaux stated the Water Tower Committee is working hard at implementing a lot of the fundraising ideas. He indicated there is a need for additional manpower to help put these ideas to work.

Motion to Joint City Council/BPU Commission Closed Session Pursuant to M.S. 13D.03 to Discuss Negotiation Strategy – 8:15 p.m.

Motion to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy

Closed Session Pursuant to M.S. 13D.05, Subd. 3(B), For Attorney-Client Privilege

The Chair reconvened into open session 9:48 p.m.

Adjourn

The Chair adjourned the meeting at 9:48 p.m.

Cassandra Torstenson
City Administrator

CITY OF BRAINERD
 LICENSED CONTRACTORS
CITY COUNCIL MEETING
March 18, 2019
 (3 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
BLUE STAR PLUMBING INC. 1222 7TH AVENUE N ST. CLOUD, MN 56303 19-0160	(320) 251-0138	MECH PLUM	5/7/2019	1/1/2020	MB646226 PC644073
LOCHNER PLUMBING, INC. 28251 103RD STREET PIERZ, MN 56364 19-0161	(320) 412-6398	PLUM	4/9/2019	12/31/2019	PC644836
PLUMBING PLUS LLC 18768 213TH STREET LITTLE FALLS, MN 56345 19-0162	(218) 820-5618	PLUM	4/20/2019	12/31/2019	PC643166

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council
FROM: Police Chief Corky McQuiston
DATE: 03-13-19
RE: Monthly Report



February On-line PATROL Training

On-line monthly training for all licensed staff for February covered ***Child Protection Investigations*** and annual mandatory ***Hearing Conservation***.

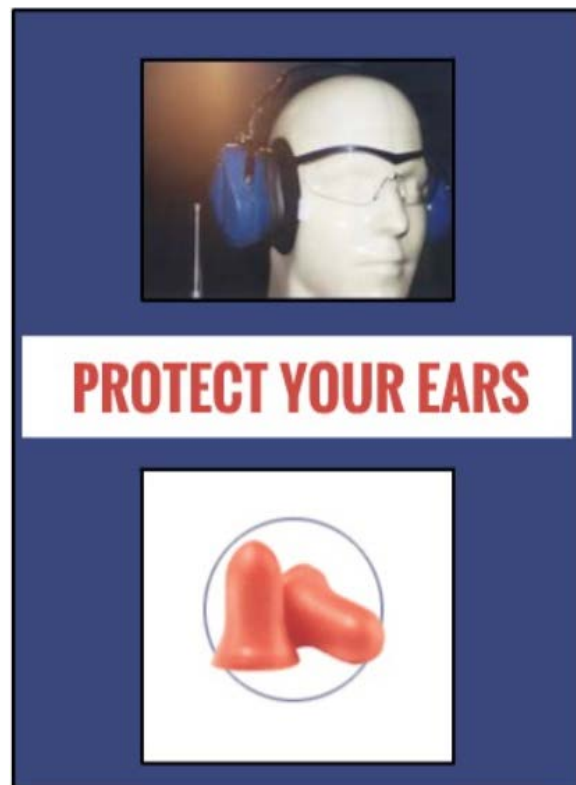
The ***Hearing Conservation*** Module has two Terminal Objectives:

1. Help officers recognize how occupational exposure to noise can negatively affect hearing loss
2. What officers can do to help conserve their hearing.

The officers learn how impact noise is measured and how this measurement relates to our hearing protection devices and their ratings.

Our staff is provided with department issued hearing protection devices and officers are encouraged to use a combination of earmuffs and ear plugs because of sound leakage from wearing protective glasses during firearms training.

Firing ranges can have ***impact noise*** levels above 140 dB. By their nature indoor ranges tend to be louder than outdoor since the sound is reflected off walls, ceilings, and floors.



The ***Child Protection*** module covered in February was Part 2 of a two-part series. This section focused on Recognizing Child Abuse and Neglect.



This course is designed to help officers recognize signs of child abuse and neglect, and better understand the role of social services in investigating and responding to child abuse and neglect reports.

The learning objectives covered:

1. Properly recognizing injuries that may indicate child abuse.
2. Using appropriate questions to gain preliminary information in cases involving possible child abuse.
3. Recognizing violations of laws prohibiting child abuse, neglect, and endangerment.
4. Understanding the basic requirements of the Indian Child Welfare Act & the Minnesota Indian Family Preservation Act, as applied to law enforcement.

Federal statistics indicated that for the year 2016, 1,700 children from 49 states died as a result of maltreatment, with 28 of those deaths occurring in Minnesota.

Emergency Vehicle Operation Course

On February 12th, Sergeant Mike Kulzer and Officers Grant Larson, Joel Reed, and Tony Runde completed mandated Emergency Vehicle Operation Course(EVOC) Training. We utilize the Minnesota Highway Safety & Research Center in St. Cloud, operated by St. Cloud State University.

This training is mandated for all licensed police officers by the Peace Officers Standards and Training Board. We require all officers to complete this once every three years, the POST mandated is once every five years. The training includes 1.5 hours of classroom covering case law of EVOC and pursuit driving, effectiveness of warning equipment, and the physiological and psychological aspects of emergency driving and pursuits



6.5 hours of the training then involves vehicles on the driving course. The driving exercises include:

- Collision Avoidance
- Straight-line Braking
- Backing for Emergency Vehicles
- Skid Prevention and Control
- Emergency-vehicle Cornering
- Intersection management
- Pursuit-Driving Tactics

All of our officers are PIT(Pursuit Intervention Tactics) Certified, so they also receive a refresher for that while they are there.

The officers reported that the course and driving skills practical exercises posed increased challenges this year due to the amount of snow and ice at the course.

Attack at Brainerd High School



At about 6:48 am on Monday, February 11th, officers were dispatched to respond to the Brainerd High School at 702 South 5th Street, to investigate report that a female staff member was attacked while in a locker room at the school.

The suspect was described as a male party in dark clothing. He approached the victim from behind and attempted to grab and restrain her. She fought back and was able to break free from the attacker and he fled from the school. A witness at the school believed the attacker was a local man and identified him to police as Jared McCormack.

Approximately 15 minutes after the incident was reported, McCormack was located a short distance from the school where he was taken into custody without incident.

The victim in the incident was a 36-year-old Brainerd High School Staff member. While fighting off the attacker she sustained minor physical injuries.

20-year-old Jared Allen Tristen McCormack of Brainerd was arrested and transported to the Crow Wing County Jail. He remains in custody and is charged with several felonies including Burglary in the 1st Degree, False Imprisonment, Kidnapping, and Criminal Sexual Conduct in the 4th Degree. McCormack is a Predatory Offender with an unassigned risk level and is on probation for Criminal Sexual Conduct in the 3rd Degree.

Body Worn Camera Data Report



Month	Number of Videos	Hours of Videos	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
January	1436	277 Hours	512 GB	356MB	11.56 Minutes	46
February	1319	258 Hours	487 GB	370 MB	12.58 Minutes	47

Conduct on Premises Activity Report for January

ICR	Date Reported	Title	Address	Summary
19001685	02/07/19	Conduct on Premises	702 South 9 th Street	Pending Recommending Action on License

Monthly Police Activity

<u>February</u>	<u>2019</u>	<u>2018</u>
<u>Calls</u>	<u>1169</u>	<u>1351</u>
<u>Citations (Inc. Parking)</u>	<u>206</u>	<u>282</u>
<u>Part I and Part II Crimes Reported</u>	<u>175</u> **	<u>190</u>

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

88 parking tickets were issued in the month of February with the following dispositions:

<u>2</u>	<u>Dismissed</u>
<u>0</u>	<u>Business Validations</u>
<u>41</u>	<u>Paid in Full</u>
<u>1</u>	<u>Partial Payments Received</u>
<u>44</u>	<u>No Payment Received</u>

Revenue Recapture Receipts:

To Date: \$ 43,635.52

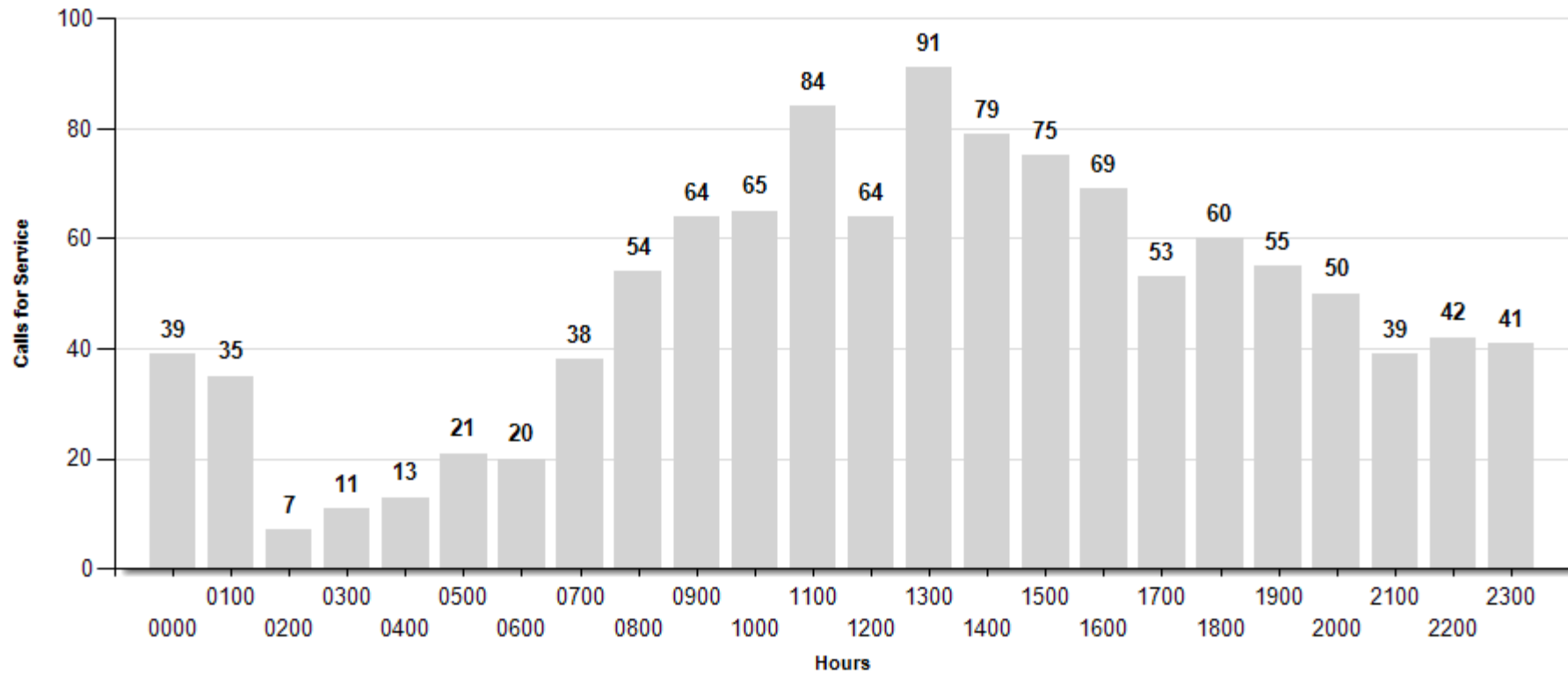
In 2019: \$ 2,989.39



Calls for Service Hourly

2/1/2019 to 2/28/2019

Total Calls: 1213



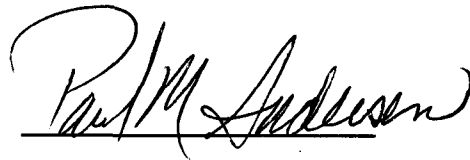
Brainerd City Council

Dear Council:

I am requesting that you transfer my Off-Sale Liquor License to Mill Avenue Liquor L.L.C.

Thank You for your attention in this matter.

Sincerely,

A handwritten signature in black ink, reading "Paul M. Andersen", written over a horizontal line.

Paul M. Andersen

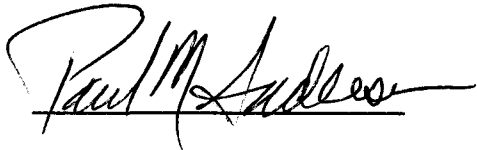
President

North Star Liquor Inc.

DBA Highway 25 Liquor

To Whom It May Concern:

North Star Liquor Inc. DBA Highway 25 Liquor has sold it's entire inventory
of Intoxicating Liquor to Mill Avenue Liquor LLC



Paul M. Andersen

President

North Star Liquor Inc.

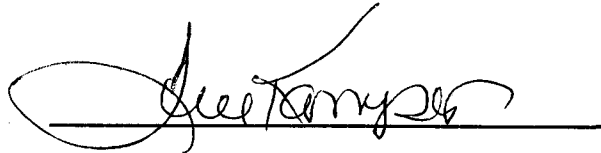
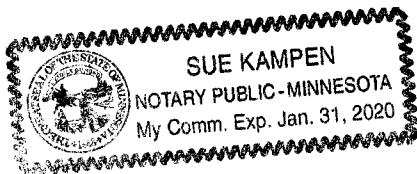


Dane P. Andersen

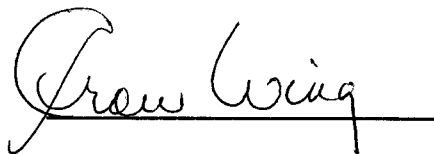
Owner

Mill Avenue Liquor LLC

Subscribed and Sworn to before me this 12 Day of March 2019.



Notary Public

 County



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

Brainerd Lakes Regional Airport
16384 Airport Road, Suite 5, Brainerd, MN 56401
Tel 218-825-2166
Fax 218-825-2186
www.brainerdairport.com



ANNUAL REPORT

2018

The mission of the Brainerd Lakes Regional Airport is to provide a convenient global gateway that safely and efficiently generates economic vitality in a sustainable and responsible manner.

POLICY

Subdivision 8 of the Brainerd Lakes Regional Airport Ordinance states that, “the Commission shall, as soon as possible after the end of each calendar year, prepare and present to the City Council and County Board a comprehensive annual report of its activities.”

This report is hereby submitted to the City Council of the City of Brainerd and the County Board of Crow Wing County for 2018.

The Brainerd Lakes Regional Airport Commission was established under a joint powers agreement between the City of Brainerd and Crow Wing County for the purpose of constructing and operating the Brainerd Lakes Regional Airport.

AIRPORT HIGHLIGHTS

STRATEGIC HIGHLIGHTS

In addition to daily flights to and from MSP, the Brainerd Lakes Regional Airport (BRD) provides our residents one-day, two-day, or overnight delivery on products ordered from around the world. Two emergency medical helicopter services based out of BRD allow our residents immediate access to comprehensive medical care when needed. Forest fires are prevented from the base of BRD in collaboration with MN DNR Department of Forestry, keeping our woodland homes and businesses safe and sound. And as recent weather storms have caused electrical outages, regional residents should know their power will be restored as soon as possible thanks to the helicopter reconnaissance as provided from the BRD base. Plane mechanics, avionics equipment, jet fuel, private hangers, flight schools, and a hometown cafe all round out the value the Brainerd Lakes Regional Airport delivers to our residents every day.

FINANCIAL HIGHLIGHTS

The Brainerd Lakes Region benefits from the joint ownership and operation of the Brainerd Lakes Regional Airport through the City of Brainerd and Crow Wing County. Conservative planning minimizes necessary investments from the joint owners, with Airport revenues primarily being generated out of the users of Airport services. A full comprehensive report is summarized within the annual financial report of the City of Brainerd. These reports are posted on the City's webpage at the following address:

<https://www.ci.brainerd.mn.us/Archive.aspx?AMID=37>

OPERATING HIGHLIGHTS

A record breaking year: More travelers chose to board a plane out of the Brainerd Lakes Region than ever before in 2018. 20,951 passengers took to the skies on the commercial airline service. The Airport team comprised of both public and private entities work together to provide aeronautical services at the Brainerd Lakes Regional Airport. The region continues to attract users of the General Aviation segment of the industry with corporate flights and leisure travelers in smaller aircraft.

LOOKING AHEAD

Commissioners are excited for the completion of the new General Aviation Arrival/Departures facility scheduled for occupancy in April 2019. The new facility will welcome visitors and local pilots when they fly in and out of the Brainerd Lakes Regional Airport on recreational or corporate type aircraft.

Long term plans call for Airport services to relocate nearer to the intersection of the two runways. This will free up space for continued commercial development within the terminal building complex and also foster aeronautical growth along the Highway 210 corridor.

Respectfully submitted,
Steven A. Wright, A.A.E.
Airport Director
March 2019

ACTIVITY HIGHLIGHTS

Federal Rank (Passenger Enplanements)

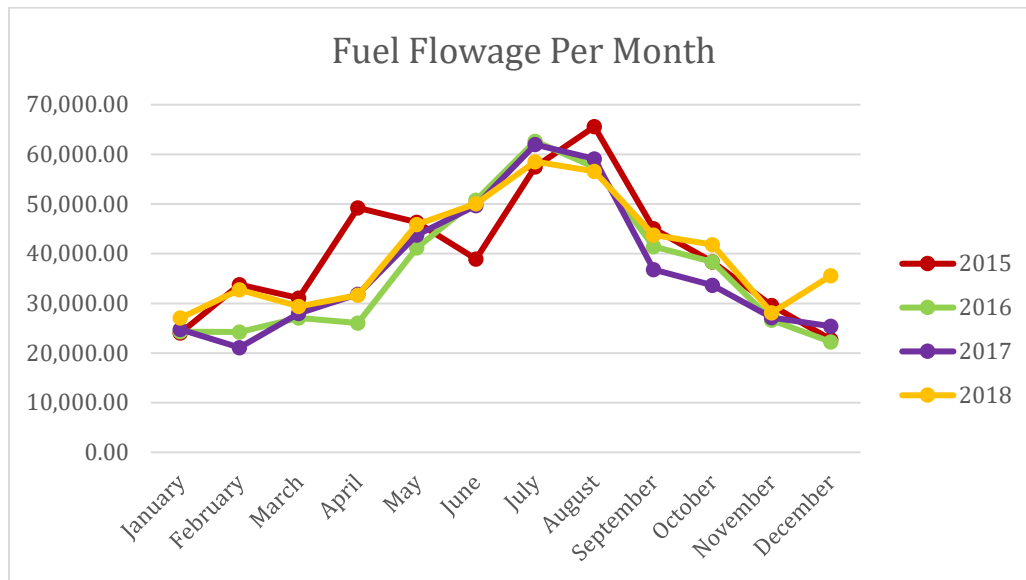
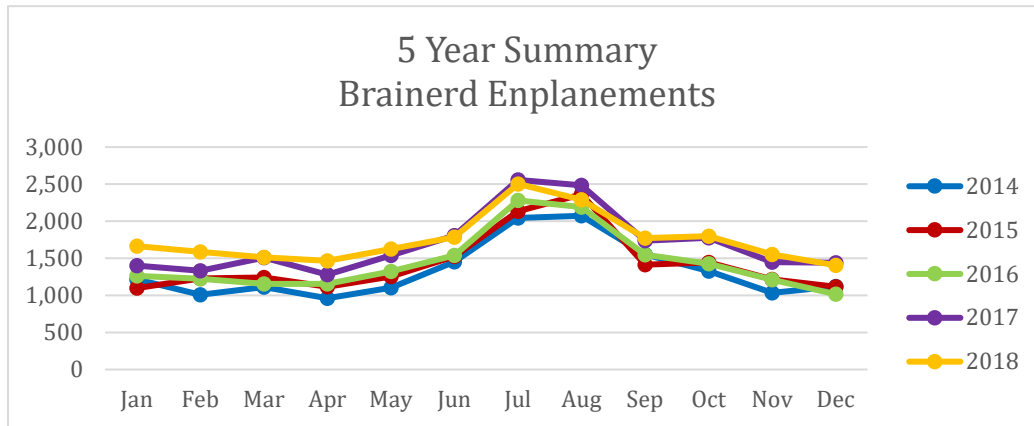
2013: 359 of 559

2014: 360 of 550

2015: 352 of 544

2016: 349 of 554

2017: 341 of 555



Businesses Operating: 8

Governmental Support Services: 3

Private Aircraft Tenants: 72

ACTIVITY HIGHLIGHTS

American Barnstormers Tour: A group of Airport volunteers led by Airport tenant Mike Petersen hosted the 2018 American Barnstormers tour. The event, attracted the local community to experience the thrill of flying when aviation was in its infancy. The weather cooperated with event organizers allowing over 4,000 people to enjoy the Airport. Community sponsors contributed to the success of the event:

A&W Research	Deerwood Bank	Old Homestead Power Club
Andy and Joy Larson	Franklin Outdoor Advertising	Paul Bunyan Land
Bang Printing	Great Northern Model T's	R&J Broadcasting
Better Living Concepts	Hubbard Broadcasting	Roundhouse Brewery
Brainerd Community Action	Jim and Diane Whiting	Steve and Deb Vitale
Brainerd Lakes Regional Airport	Mattson Lumber	Waste Partners
Central Converting	Mead & Hunt	Wings Cafe
CJK Companies	NorthPoint Aviation	

2018 Live Emergency Exercise: The Airport is required to perform a live airport emergency exercise once every three years. Mutual Aid supporters assist the Airport in providing emergency response services and are capable in responding to Airport emergencies. This year, with the assistance of the Civil Air Patrol Cadet program, emergency responders were able to achieve real live response conditions on September 24, 2018, with a rainy and cold evening. Responders to the event included:

- Delta Global Services,
- NorthPoint Aviation (FBO and Fueling Agent)
- Airport Director's Office
- Airport Operations & Maintenance Department
- Airport Consulting Engineer
- MN/DOT Aeronautics Office
- FAA Great Lakes Region, Airport Certification Safety Inspector
- North Medical Transportation, Inc.
- Brainerd Police Department
- Crow Wing County Emergency Management Office
- Crow Wing County Sheriff
- MN Department of Natural Resources – Brainerd Area Forestry Office
- Brainerd Fire Department
- Crosby Fire Department
- St Joseph's Medical Center
- Cuyuna Regional Medical Center
- Reichert Enterprises (bus service)
- Transportation Security Administration

AIRPORT FACILITIES

Runway 16/34

Dimensions: 7100 x 150 ft. / 2164 x 46 m
Surface: concrete/grooved, in excellent condition
Weight bearing capacity: PCN 49 /R/B/W/U
Single wheel: 75.0
Double wheel: 125.0
Double tandem: 220.0
Runway edge lights: high intensity
RUNWAY 16
Latitude: 46-25.046785N
Longitude: 094-08.161823W
Elevation: 1226.2 ft.
Traffic pattern: left
Runway heading: 160 magnetic, 163 true
Markings: precision, in good condition
Visual slope indicator: 4-light PAPI on left (3.00 degrees glide path)
Approach lights:

Runway end identifier lights: yes
Touchdown point: yes, no lights
Instrument approach:

RUNWAY 34

46-23.931862N
094-07.658290W
1232.2 ft.
left
340 magnetic, 343 true
precision, in good condition
4-light PAPI on right (3.00 degrees glide path)
MALSR: 1,400 foot medium intensity approach lighting system with
runway alignment indicator lights
no
yes, no lights
ILS/DME

Runway 5/23

Dimensions: 6512 x 150 ft. / 1985 x 46 m
Surface: concrete/grooved, in good condition
Weight bearing capacity: PCN 49 /R/B/W/U
Single wheel: 75.0
Double wheel: 125.0
Double tandem: 220.0
Runway edge lights: high intensity
RUNWAY 5
Latitude: 46-23.677788N
Longitude: 094-08.779362W
Elevation: 1220.3 ft.
Traffic pattern: left
Runway heading: 051 magnetic, 054 true
Markings: precision, in good condition
Visual slope indicator: 4-box VASI on left (3.00 degrees glide path)

Approach lights:

Runway end identifier lights: yes
Touchdown point: yes, no lights
Instrument approach:
Obstructions: 79 ft. tree, 3174 ft. from runway, 561 ft. left of
centerline, 37:1 slope to clear

RUNWAY 23

46-24.314495N
094-07.533918W
1222.6 ft.
left
231 magnetic, 234 true
precision, in good condition
4-light PAPI on left (3.00 degrees glide path)
PAPI UNSABLE BYD 9 DEG RIGHT OF COURSE.
MALSR: 1,400 foot medium intensity approach lighting
system with runway alignment indicator lights
no
yes, no lights
ILS
68 ft. trees, 2803 ft. from runway, 800 ft. left of centerline,
38:1 slope to clear

Helipad H1

Dimensions: 60 x 60 ft. / 18 x 18 m
Surface: concrete/grooved, in good condition
Runway edge lights: PERI
Traffic pattern: left left
Markings: basic, in good condition

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

March 18, 2019
City Council Chambers
6:30 PM

1. Police Department Request for Rental License Action
2. Buffalo Hills Lane and Mississippi Drive Assessments
3. City-Wide Clean-Up Discussion and Direction
4. Improvement 17-08 – Garfield Safe Routes to School – Authorization to Solicit Bids for Construction
5. Improvement 17-10 – Sanitary Sewer Reconstruction Bids – Between Oak Street and Pine Street between 11th Street SE and 19th Street SE
6. Resolution – Comprehensive Road and Transit Funding



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

MEMO

TO: SAFETY & PUBLIC WORKS COMMITTEE

FROM: POLICE CHIEF MCQUISTON

DATE: MARCH 11TH, 2019

RE: RENTAL DWELLING LICENSE---702 SOUTH 9TH STREET

Pursuant to Section 425.2020 of the City of Brainerd Rental Housing Maintenance Code, the Police Department is recommending the City Council take action to Revoke or Suspend the Rental Dwelling License issued for 702 South 9th Street. This is a two-unit licensed rental property listed to Dwayne R. Eilers II, of Waterloo, Iowa.

The Police Department makes this recommendation based upon the following:

1. On December 18th, 2018, the Brainerd Police Department issued a request for a Written Management Plan from Dwayne Eilers after instances of Disorderly Use of the License Property occurred there on December 9th, 2018, for a Nosie Complaint, and a Noise Complaint on August 9th, 2018.
2. Brainerd City Code Section 425.2020 (d), requires that if another instance of disorderly use of licensed property occurs within 12 months of notice of a previous incident *"the licensee shall then submit a written management plan to the Brainerd Police Department within ten (10) days of receipt of the notice of disorderly use of the premises."*
3. On January 2nd, 2019, Police Chief McQuiston telephoned Eilers to confirm he had received the notice and inquire about the status of his Written Management Plan. Eilers told McQuiston that Eilers had contacted his attorney and Eilers **would not** be submitting a Written Management Plan.
4. McQuiston explained the components of an acceptable Written Management Plan to Eilers and Eilers **repeatedly stated he would not** submit a plan and threatened litigation against the city if any action was taken on his rental license.

5. No Written Management Plan has been received by the police department.
6. Since the request for the Written Management Plan on December 18th, 2018, police have responded to **45 calls** at that location, of which **at least 23** were incidents that **would constitute disorderly use** of the licensed premises.
7. Brainerd City Code 425.2020 (e) sites that *“If another instance of disorderly use of the licensed premises occurs within eighteen (18) months if the premises contains between one (1) and six (6) distinct and separate residential units, after the second of any two (2) previous instance of disorderly use for which notices were sent to the licensee.....**the rental license for the premises may be denied, revoked, suspended, or not renewed.**”*
8. For this 2-unit rental property, the past 39-month police call history report to this property shows **80 police calls** (see attached list) from January 2016 through March of 2019. Of these 80 police calls related to the property, **42 involve** situations of disturbances, noise complaints, or domestic disputes. Approximately **60 police calls** have occurred in the past **8 months**.
9. Ownership has demonstrated a clear history of inadequate screening and management of this property necessary to provide a safe environment. The tenant involved in these current police calls has public court records showing evictions dated in Crow Wing County in 2013 and 2015. This same tenant was a resident at 217 South 7th Street when the City acted on the rental property license there in 2017. This tenant also shows numerous criminal convictions on public court records including local felony drug charges in 2017. A prior tenant was a predatory offender and convicted felon.

Based upon this information, the police department would recommend that the City Council move to take action on the dwelling rental license involved with this property by way of revoking or suspending the license.

If the City Council approves taking action on this rental dwelling license, Ordinances 425.1940, 425.1950, and 425.1960, outline the notification and appeals process governing this procedure.

Please contact me if you have questions regarding this.

Thank you.

Brainerd Police Calls 702 South 9 th Street		Reporting Period: 01/01/2016—03/11/2019 Results: 80			
ICR	Title	Date Reported	House #	St Prefix	St Name
16003704	Warrant Service Atmpt	2016-03-23	702	S	9th St
16004458	Child Maltreatment	2016-04-07	702	S	9th Street
16004744	Child Maltreatment	2016-04-13	702	S	9th St
16006701	Theft	2016-05-20	702	S	9th St
16008696	Animal Complaint	2016-06-28	702	S	9th St
16008788	Extra Patrol	2016-06-30	702	S	9th St
16008795	Burglary In Prog	2016-06-30	702	S	9th St
16009867	Damage To Property	2016-07-21	702	S	9th St
16011494	Welfare Check	2016-08-22	702	S	9th St
16012286	Compliance Check	2016-09-06	702	S	9th St
16012680	Child Maltreatment	2016-09-14	702	S	9th St
16014221	Death	2016-10-17	702	S	9th St
16014270	Noise Complaint	2016-10-17	702	S	9th St
16014307	Conduct on Premises	2016-10-18	702	S	9th St
16014355	Disturbance	2016-10-19	702	S	9th St
17002819	Compliance Check	2017-02-28	702	S	9th St
17011871	Ems	2017-08-23	702	S	9th St
17012062	Compliance Check	2017-08-26	702	S	9th St
18002188	Compliance Check	2018-02-15	702	S	9th St
18002189	Warrant CWC	2018-02-15	702	S	9th St
18011147	Noise Complaint	2018-08-09	702 1/2	S	9th St
18011159	Conduct on Premises	2018-08-10	702	S	9th St
18012489	Missing Persons	2018-09-06	702 1/2	S	9th St
18012935	Domestic	2018-09-14	702 1/2	S	9th St
18014484	Suspicious Activity	2018-10-16	702	S	9th St
18014505	Welfare Check	2018-10-16	702	S	9th St
18015792	Domestic	2018-11-14	702 1/2		9th St
18015849	Prowler	2018-11-15	702	S	9th St
18015893	Domestic	2018-11-16	702 1/2	S	9th St
18016656	Missing Persons	2018-12-02	702 1/2	S	9th St
18016765	Information	2018-12-04	702 1/2	S	9th St
18017004	Disturbance	2018-12-09	702	S	9th St
18017007	Conduct on Premises	2018-12-09	702	S	9th St
18017682	Missing Persons	2018-12-22	702	S	9th St

18017686	Domestic	2018-12-22	702	S	9th St
18017703	Domestic	2018-12-22	702 1/2	S	9th St
18017707	Domestic	2018-12-22	702 1/2	S	9th St
18017717	Noise Complaint	2018-12-23	702	S	9th St
18017718	Conduct on Premises	2018-12-23	702 1/2	S	9th St
18017721	Domestic	2018-12-23	702	S	9th St
18017757	Disturbance	2018-12-24	702	S	9th St
19000414	Disturbance	2019-01-09	702 1/2	S	9th St
19000417	Disturbance	2019-01-09	702 1/2	S	9th St
19000548	Compliance Check	2019-01-12	702	S	9th St
19000883	Disturbance	2019-01-19	702 1/2	S	9th St
19000884	Conduct on Premises	2019-01-19	702	S	9th St
19000896	Disturbance	2019-01-19	702 1/2	S	9th St
19000928	Noise Complaint	2019-01-21	702 1/2	S	9th St
19000930	Noise Complaint	2019-01-21	702 1/2	S	9th St
19000931	Noise Complaint	2019-01-21	702 1/2	S	9th St
19000953	Domestic	2019-01-21	702	S	9th St
19001234	Burglary	2019-01-28	702 1/2	S	9th St
19001274	Extra Patrol	2019-01-28	702 1/2	S	9th St
19001297	Welfare Check	2019-01-29	702 1/2	S	9th St
19001300	Animal Complaint	2019-01-29	702	S	9th St
19001319	Noise Complaint	2019-01-29	702 1/2	S	9th St
19001321	Noise Complaint	2019-01-29	702 1/2	S	9th St
19001340	Victim Notification	2019-01-30	702	S	9th St
19001347	Threats	2019-01-30	702	S	9th St
19001351	Disturbance	2019-01-30	702	S	9th St
19001354	Disturbance	2019-01-30	702 1/2	S	9th St
19001361	Conduct on Premises	2019-01-30	702 1/2	S	9th Street
19001647	Domestic	2019-02-06	702	S	9th St
19001648	Domestic	2019-02-06	702	S	9th St
19001682	Disturbance	2019-02-07	702	S	9th St
19001685	Conduct on Premises	2019-02-07	702	S	9th St
19001794	Disturbance	2019-02-09	702 1/2	S	9th St
19001878	Domestic	2019-02-11	702	S	9th St
19002091	Disturbance	2019-02-17	702	S	9th St
19002095	Disturbance	2019-02-17	702	S	9th St
19002263	Domestic	2019-02-21	702	S	9th St

19002284	Disturbance	2019-02-21	702	S	9th St
19002301	Noise Complaint	2019-02-21	702 1/2	S	9th St
19002378	Ems	2019-02-24	702	S	9th St
19002388	Disturbance	2019-02-24	702 1/2	S	9th St
19002592	Domestic	2019-03-01	702	S	9th St
19002675	Noise Complaint	2019-03-03	702 1/2	S	9th St
19002677	Noise Complaint	2019-03-03	702 1/2	S	9th St
19002678	Noise Complaint	2019-03-03	702 1/2	S	9th St
19003028	Domestic	2019-03-11	702	S	9th St



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



MEMO

TO: Safety and Public Works Committee

FROM: City Engineer Paul Sandy

DATE: March 4, 2019

SUBJECT: Buffalo Hills Lane and Mississippi Drive Assessments

To continue the conversation of the Buffalo Hills Lane and Mississippi Drive Assessments, staff formulated a new method to calculate assessments for the Buffalo Hills Lane and Mississippi Drive Reconstruction project. Staff feels this is the most fair and equitable way to distribute the assessable costs of the project based upon the information gathered from Nagell Appraisal and Consulting. This methodology is consistent with the market benefit gained by properties identified in the subject area due to the construction. This memo will help to guide the Council on the thought process behind the proposed method of distributing the costs.

Background

This item has been discussed at some length, and public feedback was sought at two public meetings regarding the proposed assessment methods. The original proposal was to assess 100% of the costs to reconstruct Buffalo Hills Lane and Mississippi Drive to the parcels identified as benefiting from the proposed construction. This assessment methodology was later reformulated to only assess 50% of the assessable costs of the reconstruction. All of these costs were divided amongst the properties based upon the number of original parcels that existed at the time of the original plat. Therefore, if property owners split or combined parcels after the inception of the plat, these property modifications were accounted for in the calculation.

The two assessment methodologies that were presented equated to an estimated assessment value \$2,650 and \$1,450 per lot respectively.

After receiving public comment at both meetings, and a lot of concern relating to relative market benefit received for parcels not directly adjacent to the project, staff felt it appropriate to engage a qualified appraisal consultant to provide a letter report. The City engaged the services of Nagell Appraisal and Consulting to provide a Letter Report concerning the value of the proposed improvements within the project area. The report is not an appraisal; it simply provides a preliminary opinion of a general range of market benefits for similar properties. A copy of the final report can be found attached to this memo. Staff will outline below how the report was used to create a revised assessment formula.

Description of Letter Report Findings:

The consultant performed an analysis based upon pictures, aerial/satellite imagery, and Google street views to perform the analysis. No specific market data was gathered as part of this project. The consultant notes the general street conditions before and after the proposed street improvement projects, which can be found on page 6 of the report.

The consultant notes that, generally, single family home values range between \$50,000 and \$300,000+ within the City limits of Brainerd. The average home price in Brainerd over the past two years is \$195,000. Most homes in the area are of average to good quality, and home prices appear to be generally between \$100,000 and \$300,000.

Based on the changes to the street between the existing improvements and the new improvements, the residents in the area will benefit on 9 of the 16 categories outlined by the consultant. Market participants generally recognize that roads need replacing when nearing the end of a long economic life. In addition to visual benefit, new street improvements provide better and safer use for pedestrians and drivers. The new streets will enhance potential for re-development and/or updating the current properties. Properties the indirectly/directly abut or have driveways/access that exit on the new street will benefit.

Based upon past appraisals, experience, and general market information, it is not uncommon for properties like those in the subject market to realize an increase in value because of new street improvements. This is, generally, the basis behind all of staff's proposed assessment methodologies presented to the City Council. Below is a summary of the results by the consultant:

- | | |
|---|----------------------------------|
| • Single Family (indirect access, no frontage) | \$800 to \$2,000 per lot |
| • Single Family (indirect access, rear/side frontage) | \$1,500 to \$4,000 per lot |
| • Single Family (direct access, frontage) | \$6,000 to \$12,000 per lot |
| • Vacant Residential Lots (indirect access, no frontage) | \$500 to \$1,500 per lot |
| • Vacant Residential Lots (indirect access, rear/side frontage) | \$800 to \$3,000 per lot |
| • Vacant Residential Lots (direct access, frontage) | \$2,000 to \$4,000 per lot |
| • Raw/Vacant Land in proximity to the project | \$0.01 to \$0.03 per square foot |

*Note: Definitions:

Indirect Access – No direct driveway access to Buffalo Hills Lane

Direct Access – Direct driveway access to Buffalo Hills Lane

Frontage – Front of the property faces Buffalo Hills Lane

Rear/Side Frontage – Rear or Side of the property faces Buffalo Hills Lane

Vacant – No structure built on the subject property

Based upon the increased property values identified by the consultant, staff formulated a new assessment amount for each of the subject properties based upon a base assessment rate and upon multipliers that reflect location, habitation, and lots given the existing plats.

Proposed Assessment Methodology Calculation

To start, staff considered the original plat and the parcels that exist today to ensure the changes to the existing plat were realized in the assessment calculation. For example, Parcel 1 consists of a one-acre parcel of record today, but consisted of two one-half acre parcels in the original plat. This parcel would receive a multiplier of two on their assessment, because it was two parcels originally. On the other hand, Parcel 2 consists of a one-quarter acre parcel that was a part of a larger one-half acre parcel in the original plat. This parcel would receive a multiplier of one-half on the assessment due to the lot split.

From this point, each parcel was assigned a base assessment value: \$1,500 for a parcel with indirect access to Buffalo Hills Lane, and \$4,000 for a parcel with direct access to Buffalo Hills Lane. These values were calculated based upon the 50% assessable costs, the cost attributable to each parcel, and the costs loss due to future multipliers as calculated in the new formula. Staff feels this accurately represents the difference parcel grouping benefits.

Multiplier 1 – Vacant or Non-Vacant Residential Lot

This multiplier is applied based upon the occupancy of the lot. If the lot had a single-family dwelling constructed, the multiplier was not applied. If the lot was vacant, the lot received a multiplier of one-half.

Multiplier 2 – Access to Subject Property

This multiplier is based upon lot access. If a subject parcel has a means of ingress or egress from their property two different ways, the parcel received a multiplier of one-half (i.e. may not have to use Buffalo Hills Lane or Mississippi Drive in any fashion to leave the property). If the subject parcel has no other option but to use the street to ingress/egress from the subject property, the multiplier was not applied to the subject property.

Multiplier 3 – Rear/Side Yard Access to Buffalo Hills Lane and Mississippi Drive

This multiplier is applied to those properties that have indirect access to Buffalo Hills Lane or Mississippi Drive, but will receive more benefit than other indirect properties because the subject property has a rear or side yard access to the project. These are typically corner lots that may have access to the side street, but still front a portion on Buffalo Hills Lane or Mississippi Drive. These subject parcels received a two multiplier to the base assessment, based upon the extra benefit received in contrast to the indirect access parcels without any frontage on Buffalo Hills Lane.

In summary, considerations have been given to the following:

- Direct/Indirect Access - \$4,000 or \$1,500 base assessment respectively.
- Lots in the Original Plat – Multiplier based upon splits or combinations.
- Vacancy or Habitation of the Parcel – ½ multiplier if vacant, 1 multiplier if single family dwelling respectively.
- Multiple Access Points – Multiplier of ½ if two access points to property, multiplier of 1 if Buffalo Hills Lane or Mississippi Drive is only means of ingress/egress.
- Side Yard/Rear Yard Access – Base Rate of \$1,500 because of indirect access, but multiplier of two for properties with side/rear yard access to Buffalo Hills Lane or Mississippi Drive.

All of the assessment totals fall under or within the range of general market benefit documented by Nagell Consulting and Appraising, and thus staff is very comfortable moving forward with this proposed methodology.

Report Type
Real Estate Consulting
Letter Report

Effective Date
February 5, 2019

Client

City of Brainerd
Attn: Paul G. Sandy, P.E.
501 Laurel Street
Brainerd, MN 56401

Subject Property

Street Improvement Project
Buffalo Hills Lane
Brainerd, MN 56401



File # V1901002

Prepared By:
Ethan Waytas, MAI, Appraiser
William R. Waytas, SRA, Appraiser

Nagell Appraisal Incorporated
12805 Highway 55, Suite 300
Plymouth, Minnesota 55441
Tel: 952.544.8966 | Fax: 952.544.8969

NAGELL APPRAISAL INCORPORATED

12805 Highway 55 #300
Plymouth, MN 55441
Established in 1968

Minneapolis 952-544-8966
St. Paul 651-209-6159
Central Fax 952-544-8969

City of Brainerd
Attn: Paul G. Sandy, P.E.
501 Laurel Street
Brainerd, MN 56401

February 20, 2019

To Paul Sandy:

Per your request, this is a letter report to assist the city for guidance regarding a street improvement project within Brainerd (see attached map for the location of the streets in the project). The project is the reconstruction of Buffalo Hills Lane West from Mississippi Drive to Graydon Avenue.

This report is not an appraisal, but rather provides a preliminary opinion of a general range of market benefit, if any, for similar properties. The letter can function as a test of reasonableness for the proposed assessments.

Note: There are two general categories of properties that benefit from the proposed project. The first are properties that have direct access and frontage to the street. The second group are properties that have indirect access to the street, but use it as the primarily collector street to the greater area.

SCOPE OF ASSIGNMENT

In accordance with your request, a drive-by viewing of the properties has been made along with some general market comments regarding benefit (if any) for the proposed street improvement project as it relates to the subject market. As noted in the engagement letter, no specific sales data has been collected for this assignment. The general market comments are based on past appraisals, experience, and market information.

Pictures of the streets were taken on February 5, 2019 by William Waytas. The appraiser also viewed aerial/satellite image on the county GIS website and Google street view images. Project information and documents were provided; the conclusions and information from the report were a part of the overall consulting letter analysis. The feasibility report is retained in the appraiser's workfile.

PROJECT

The City of Brainerd is proposing to reconstruct a portion of Buffalo Hills Lane West. The project includes removing the bituminous surface, replacing the base material, installing concrete curb and gutter, and new storm sewer.

Per request, you desire to know the benefit (if any) as it impacts properties in the project area.

Motivation for the road improvement project stems from deteriorating road surface/base. In addition, the road is not to current city standards.

AREA DESCRIPTION

Brainerd is a northern Minnesota community that is about two hours north of the Twin Cities. The city is located along Highway 371, which provides convenient access to surrounding communities and the overall state. The city and surrounding area are a popular destination for cabin owners and tourists, due to the many appealing lakes. Additionally, the city has a strong labor base, with commercial and industrial jobs. Major shopping and regional commercial are located in Brainerd and Baxter.

The population was 13,590 as of 2010 census (an increase of 3.1% from the 2000 census). The 2017 estimated population is 13,428 (a decrease of 1.2% from 2010).

Single family homes generally range in value between \$50,000 and \$300,000+ within city limits. The average home price over the past two years is around \$195,000 (MLS statistics). Most homes are average to good quality. In the **project area**, home prices appear to generally be \$100,000 to \$300,000 +.

SUBJECT PROPERTIES

The project area consists of mostly single-family residential homes, including river lots, larger lot residential, smaller lot residential, and detached townhomes. There are also vacant residential lots and future development land. Finally, there is a church on the eastern end of the project.

EXISTING STREETS & UTILITIES

Physical Condition of the Existing Road: The existing road improvements are asphalt with likely minimal base. The street does not have concrete curb or gutter. The road condition, based on the visual inspection of the streets, is rated to be poor/fair. There are signs of transverse and alligator cracking, along with some areas of graveling.

Physical Condition of Existing Utilities: The existing city water and sanitary sewer are not reportedly being impacted by this project. There is no storm sewer.

Functional Design of the Road: The existing paved road is very dated, in poor/fair condition, and does have substantial large cracks. The road condition is rated to be poor to fair. In addition, the road is very narrow and not up to typical city standards.

Roads in poor to fair condition do not meet the expectations of typical market participants in this suburban market for re-development, resale price, and/or updating the current uses. Overall, the existing street improvements are in fair/poor condition, are beginning to look dated and reflect likewise on the adjoining and side street properties.

PROPOSED ROAD IMPROVEMENT

The city is proposing to reconstruct Buffalo Hills Lane West between Mississippi Drive and Graydon Avenue. Per the client, the road will have a new base, 3.5" of asphalt, and new concrete curb and gutter, along with new storm sewer. In addition, there will be an asphalt walking trail.

The description of the project did not include updates to city water or sanitary sewer.

Given the existing condition of the road and utilities, the proposed project is logical.

If any of the above descriptions change, the benefit due to the project could differ.

HIGHEST AND BEST USE

The subject project area is located in the southwestern portion of the city in an area of mostly residential uses.

Owners in the subject area appear to update their property as needed when site and building components wear out or become dated. Owners in the overall area commonly pave their driveways or maintain parking lots as needed, recognizing it adds value when done. Therefore, it is logical to update the road and/or utility infrastructure to the subject properties as needed, as these are essential property characteristics that are expected in this market.

An informed buyer would consider the condition of the road and traffic flow/management. A well-constructed and good condition road provides aesthetic appeal to a property and efficient/safe traffic flow. Given a choice, a potential informed buyer would likely prefer a newer road with good traffic flow over a deteriorating road with fair traffic flow. Additionally, a potential informed buyer would likely prefer newer utility infrastructure as compared to older, dated and inferior utility infrastructure.

Note: Buyers also consider the condition of immediate roads leading up to a property in addition to streets that directly abut a property. Once again, a buyer would likely prefer a newer collector street that is the main entry point to a neighborhood in good condition over the same road in inferior condition.

If replacement of components of real estate near the end of their economic life in a home or building is postponed, it can be costlier in the long run; delays in replacing components can result in incurring higher interim maintenance costs and potential difficulty in marketing the property. Also, it is typical for the cost of the replacement of an improvement to increase over time. That said it is logical and prudent for market participants to update/replace dated components when needed. Therefore, the highest and best use of the surrounding properties in the project area is for the continued various uses with the proposed infrastructure improvements.

DISCUSSION OF MARKET BENEFIT

Listed below are the factors that will be taken into consideration concerning the potential benefit to the properties.

<u>Description</u>	<u>Existing Improvements</u>	<u>Change</u>
1) Road Surface	Poor/Fair	New, paved, good
2) Base Condition	Likely dated	New, good
3) Curb	None	New, concrete
4) Drainage	Surface	Storm sewer
5) Storm Sewer	None	New
6) City water	n/a	n/a
7) City sewer	n/a	n/a
8) Sidewalk	None	New, asphalt
9) Street Lights	Average	Average
10) Functional Design of Road	Dated	Good, urban design, wider
11) Traffic Management	Average	Average
12) Pedestrian Use (biking, walking, etc.)	Fair	Good
13) Median	n/a	n/a
14) Road Proximity to Properties	n/a	n/a
15) Dust	n/a	n/a
16) Visual Impact on Properties	Fair	Good

Based on the preceding grid, the subject properties will improve in 9 of the 16 categories. Market participants generally recognize that roads need replacing when nearing the end of a long economic life. A typical buyer in the subject market commonly prefers a good condition paved road surface road versus an inferior condition paved road surface. In addition to visual benefit, new street improvements provide better and safer use for pedestrians (biking, walking, stroller, rollerblading, etc.) and drivers. The new streets will enhance potential for re-development and/or updating the current properties. Properties that indirectly/directly abut or have driveways/access that exit on the new street will benefit.

Based on past appraisals, experience, and general market information, it is not uncommon for properties similar to those in the subject market to realize an increase in price for new street improvements.

Note: Homes that have direct and indirect frontage to Buffalo Hills Lane West will benefit; varies depending on proximity to the street and use.

Discussion of Market Benefit – Continued

Given the scope of the project, the age/quality/condition of houses, properties in the area with newer street improvements could see an average price benefit of:

- **Single family (indirect access, no frontage)** \$800 to \$2,000 per lot
- **Single family (indirect access, rear/side frontage)** \$1,500 to \$4,000 per lot
- **Single family (direct access, frontage)** \$6,000 to \$12,000 per lot

- **Vacant residential lots (indirect access, no frontage)** \$500 to \$1,500 per lot
- **Vacant residential lots (indirect access, rear/side frontage)** \$800 to \$3,000 per lot
- **Vacant residential lots (direct access, frontage)** \$2,000 to \$6,000 per lot

- **Residential development land** \$0.01 to \$0.03 per SF of lot area

- **Religious (direct access)** \$0.01 to \$0.05 per SF of lot area

Note: The above benefit considers only the scope of the project. Higher value buildings or larger lots are on the upper end of the range.

CONCLUSION

The benefit amount noted above should not be construed or relied on as being an appraisal, but are general observations based on the overall market. If an appraisal were made on the individual properties, the actual benefit amount could vary from market observations above.

If you have additional questions, please do not hesitate to contact us.

Sincerely,



Ethan Waytas, MAI
Certified General MN 40368613

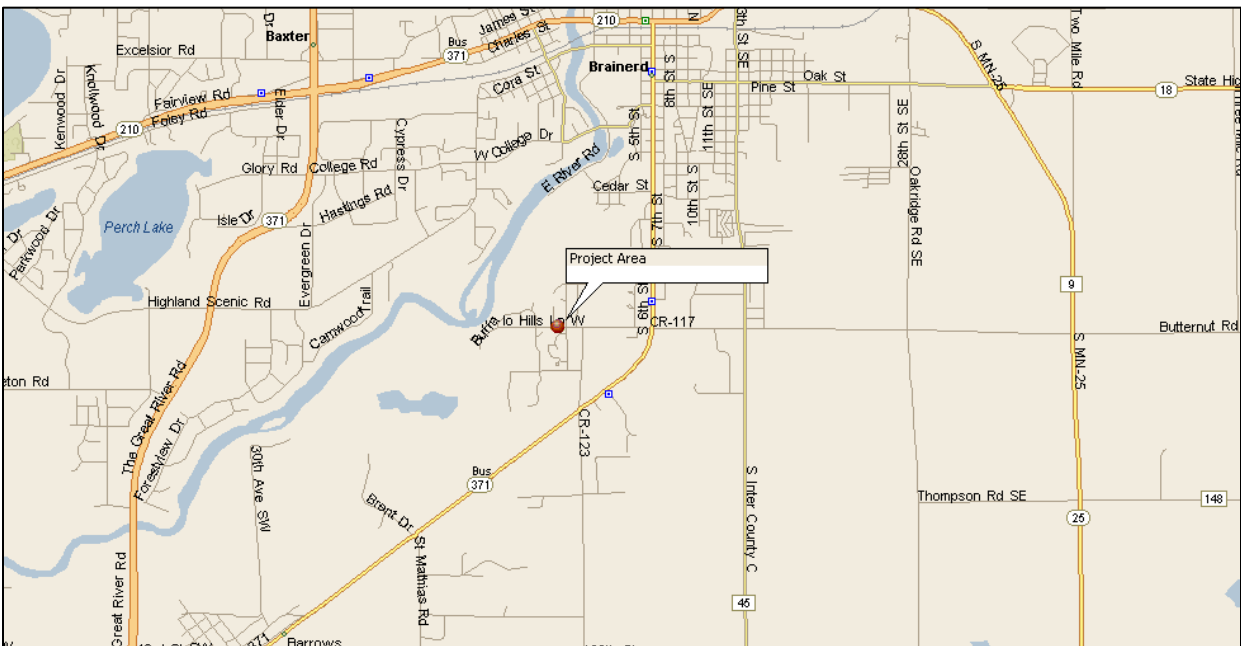


William R. Waytas, SRA
Certified General MN 4000813

Enclosures: Location Map, Aerial Map View of Project, Subject Photos, Qualifications

www.nagellmn.com

A detailed map of Minnesota and surrounding regions. The state of Minnesota is labeled in large, bold, black letters. Major cities like Minneapolis, St. Paul, and Duluth are marked. A white rectangular box labeled 'Project Area' is located near Brainerd, Minnesota. The map shows a network of roads, including Interstate 35 and various state routes. Water bodies like Lake Superior and Lake Itasca are depicted in blue. The map also shows parts of North Dakota, South Dakota, and Wisconsin.



AERIAL VIEW OF PROJECT MAP



*Red line reflects the project area

SUBJECT PHOTOGRAPHS



Street view



Street view



Street view



Street view

Subject Photographs – continued



Street view



Street view



Street view



Street view

Subject Photographs – continued



Street view



Street view



Street view



Street view

Subject Photographs – continued



Street view



Street view



Street view



Street view

QUALIFICATIONS

Appraisal Experience

Presently and since 2006, **Ethan Waytas, MAI** has been employed as an employee of Nagell Appraisal Incorporated, an independent appraisal firm (10 employees) who annually prepare 1,500 +/- appraisal reports of all types. He is currently a full time licensed certified general real estate appraiser, partner, and director of the company's IT department.

Properties appraised:

- **Commercial** - low and high-density multi-family, retail, office, industrial, restaurant, church, strip-mall, fast-food, convenience stores, auto-service and repair, cinema, numerous special use properties, golf courses, and subdivision analysis.
- **Residential** – single-family residences, hobby farms, lakeshore, condominiums, townhouses, REO and land.
- **Eminent Domain** – extensive partial and total acquisition appraisal services provided to numerous governmental agencies and private owners.
- **Special Assessment** – numerous street improvement and utilities projects for both governmental and private owners.
- **Clients** - served include banks, savings and loan associations, trust companies, corporations, governmental bodies, relocation companies, attorneys, REO companies, accountants and private individuals.
- **Area of Service** - most appraisal experience is in the greater Twin Cities Metro Area (typically an hour from downtown metro). Numerous assignments throughout Minnesota.

Testimony

- Court, commission, mediation testimony, etc. has been given

Professional Membership, Associations & Affiliations

License: Certified General Real Property Appraiser, MN License #40368613

Holds the MAI designation from the Appraisal Institute

Education

- Graduate of the University of Minnesota: College of Science and Engineering, Twin Cities Campus
Bachelor of Science in Computer Science, with distinction, 3.86 GPA.
- **General & Professional Practice Courses & Seminars**
- Basic Appraisal Procedures
- Basic Appraisal Principles
- 2012-2013 15-Hour National Uniform Standards of Professional Appraisal Practice
- General Appraiser Sales Comparison Approach
- General Appraiser Income Approach – Part 1
- General Appraiser Income Approach – Part 2
- Advanced Income Capitalization
- General Appraiser Report Writing and Case Studies
- Real Estate Finance, Statistics and Valuation Modeling
- 2014-2015 7-hour National USPAP Update Course
- General Appraiser Site Valuation & Cost Approach
- Advanced Market Analysis and Highest & Best Use
- Advanced Concepts & Case Studies
- Quantitative Analysis

Curriculum Vitae -- continued

Appraisal Experience

Presently and since 1985, **William R. Waytas** has been employed as a full time real estate appraiser. Currently a partner and President of the Nagell Appraisal & Consulting, an independent appraisal firm (10 employees) who annually prepare 1,500 +/- appraisal reports of all types. Mr. Waytas was employed with Iver C. Johnson & Company, Ltd., Phoenix, AZ from 1985 to 1987.

Properties appraised:

- **Commercial** - low and high-density multi-family, retail, office, industrial, restaurant, church, strip-mall, fast-food, convenience stores, auto-service and repair, hotel, hotel water park, bed & breakfast, cinema, marina, numerous special use properties, and subdivision analysis.
- **Residential** – single-family residences, hobby farms, lakeshore, condominiums, townhouses, REO and land.
- **Eminent Domain** – extensive partial and total acquisition appraisal services provided to numerous governmental agencies and private owners.
- **Special Assessment** – numerous street improvement and utilities projects for both governmental and private owners.
- **Review** – residential, commercial and land development.
- **Clients** - served include banks, savings and loan associations, trust companies, corporations, governmental bodies, relocation companies, attorneys, REO companies, accountants and private individuals.
- **Area of Service** - most appraisal experience is in the greater Twin Cities Metro Area (typically an hour from downtown metro). Numerous assignments throughout Minnesota.

Professional Membership, Associations & Affiliations

License: Certified General Real Property Appraiser, MN License #4000813.
Appraisal Institute: SRA, Senior Residential Appraiser Designation,
General Associate Member
Employee Relocation Council: CRP Certified Relocation Professional Designation.
International Right-Of-Way Association: Member
HUD/FHA: On Lender Selection Roster and Review Appraiser
DNR: Approved appraiser for Department of Natural Resources

Testimony

-- Court, deposition, commission, arbitration & administrative testimony given.

Mediator

-- Court appointed in Wright County.

Committees

-- President of Metro/Minnesota Chapter, 2002, Appraisal Institute.
-- Chairman of Residential Admissions, Metro/MN Chapter, AI.
-- Chairman Residential Candidate Guidance, Metro/Minnesota Chapter, AI.
-- Elm Creek Watershed Commission, Medina representative 3 years.
-- Medina Park Commission, 3 years.

Curriculum Vitae -- continued

Education

- Graduate of Bemidji State University, Minnesota. B.S. degree in Bus. Ad.
- During college, summer employment in building trades (residential and commercial).
- Graduate of Cecil Lawter Real Estate School. Past Arizona Real Estate License.
- **General & Professional Practice Courses & Seminars**
- Course 101-Introduction to Appraising Real Property.
- Numerous Standards of Professional Practice Seminar.
- Fair Lending Seminar.
- Eminent Domain & Condemnation Appraising.
- Eminent Domain (An In-Depth Analysis)
- Property Tax Appeal
- Eminent Domain
- Business Practices and Ethics
- Scope of Work
- Construction Disturbances and Temporary Loss of Going Concern
- Uniform Standards for Federal Land Acquisitions (Yellow Book Seminar)
- Partial Interest Valuation Divided (conservation easements, historic preservation easements, life estates, subsurface rights, access easements, air rights, water rights, transferable development rights)
- **Commercial/Industrial/Subdivision Courses & Seminars**
- Capitalization Theory & Techniques
- Highest & Best Use Seminar
- General & Residential State Certification Review Seminar
- Subdivision Analysis Seminar.
- Narrative Report Writing Seminar (general)
- Advanced Income Capitalization Seminar
- Advanced Industrial Valuation
- Appraisal of Local Retail Properties
- Appraising Convenience Stores
- Analyzing Distressed Real Estate
- Evaluating Commercial Construction
- Fundamentals of Separating Real Property, Personal Property and Intangible Business Assets
- **Residential Courses & Seminars**
- Course 102-Applied Residential Appraising
- Narrative Report Writing Seminar (residential)
- HUD Training session local office for FHA appraisals
- Familiar with HUD Handbook 4150.1 REV-1 & other material from local FHA office.
- Appraiser/Underwriter FHA Training
- Residential Property Construction and Inspection
- Numerous other continuing education seminars for state licensing & AI

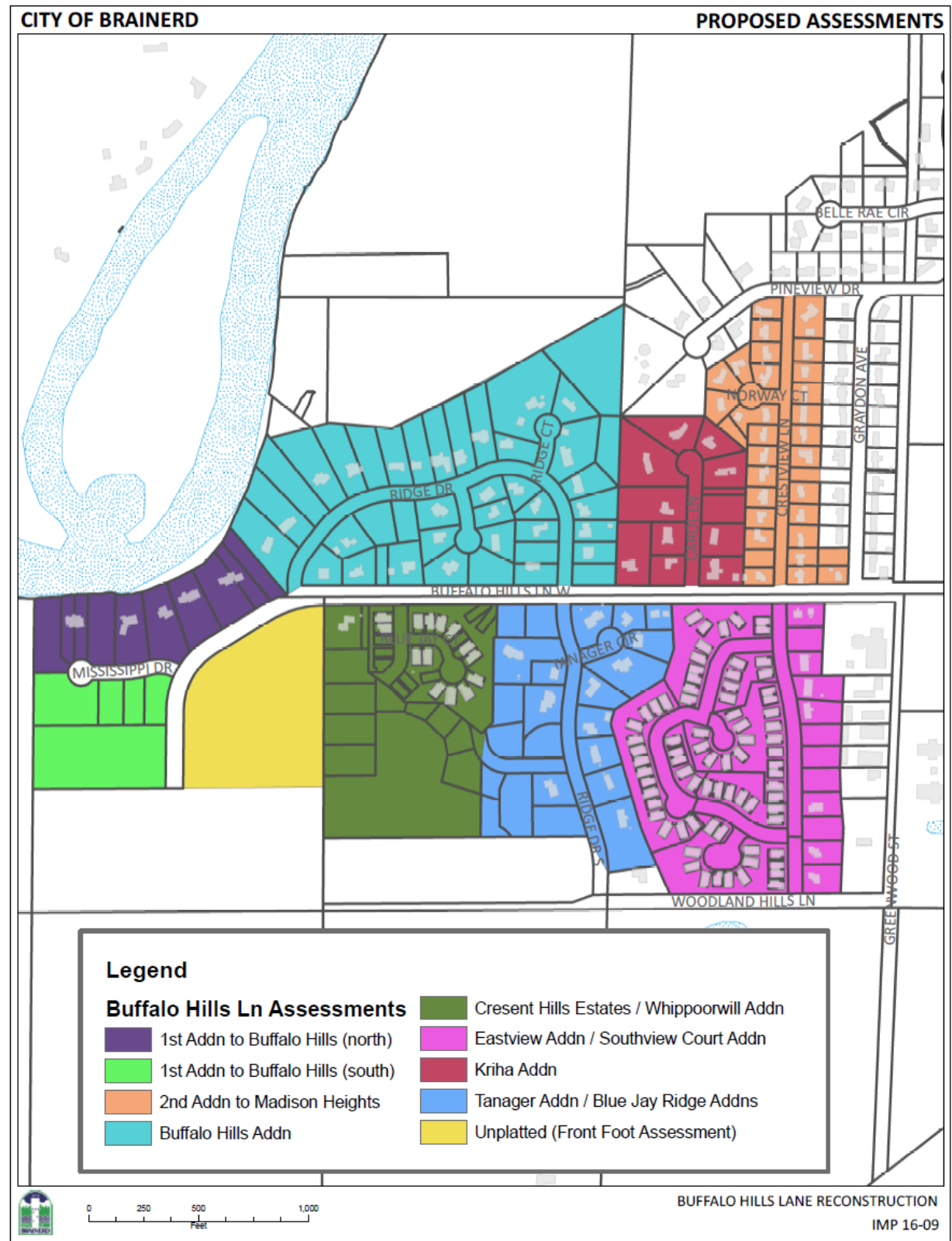
Speaking Engagements

- Bankers
- Auditors
- Assessors
- Relocation (Panel Discussion)

Publications

- Real Estate Appraisal Practice (book): Acknowledgement
- Articles for Finance & Commerce and Minnesota Real Estate Journal

Aerial View of Project Map – Continued



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City of Brainerd, Minnesota

Street and Sewer Assessment Policy

1. Introduction

Special assessments are a charge imposed on properties for an improvement that benefits the owners of that selected property. The authority to use special assessments originates in the state constitution which allows the state legislature to give cities and other local government units the authority “to levy and collect assessments for local improvements upon property benefitted hereby”. The legislature designates that authority to cities in Minnesota Statutes Chapter 429.

A charter city (in which Brainerd is) may choose to use either Chapter 429 or provisions of the charter to assess for local improvements, however, even the state law requires that charter cities follow state law in certain steps of the proceedings.

Special Assessments have three distinct characteristics:

- They are a levy the City uses to finance, or partially finance, a public improvement program.
- The city levies the charge only against those parcels of property that receive some special benefit from the program.
- The amount of the charge bears a direct relationship to value of the benefits the property receives.

The City of Brainerd, Minnesota finds it beneficial to fund portions or all the 5-year street and sewer capital plan using special assessments. Special assessment proceedings will follow the procedures as outlined in Minnesota Statute 429 and any modifications thereto.

2. Assessable Improvements

How Much is Being Assessed?

Developer New Construction

On projects where utilities and roadways are being constructed for the first time, the developer is responsible for installing the watermain, sanitary sewer, grading, surfacing, storm sewers, and any other incidental features it sees fit. The city requires developers to construct all facilities to city standards and be approved by the City engineering department. While it is ultimately up to the developer to decide how the development costs incurred are recouped, the developer will typically split these costs to the number of parcels developed and recoup its cost through the sale price of the lots.

Petitioned New Construction

On projects where the city is petitioned to install the new improvements, the entire project cost being constructed is assessed to the abutting properties, as either by a per lot basis or by a front-foot basis.

Petitioned or Council Authorized Reconstruction of Resurfacing

Whether the city acts upon its own authority to make an improvement or it is petitioned by property owners, the city assesses one-half (1/2) of the cost of the reconstruction or resurfacing improvement including construction and engineering of the said improvement on a front-foot or per lot basis. The other one-half (1/2) of the resurfacing or reconstruction cost is paid by the city. If utilities such as sanitary sewer, water mains, or storm sewers are being reconstructed along with the project, the cost of this work is not assessed, but rather is covered through user fees and rates set by council or public utilities commission. If a project consisting of overlaying a street is proposed, the entire project cost is assessed to abutting properties. The City does not typically assess for new sidewalks, but may from time to time, assess for the entire costs of repairs thereto.

Pursuant to Petition – Properties Abutting the City but outside City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

Pursuant to Council Action – Properties not Abutting the City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

In prior years, the City Council authorized the construction of utility improvements outside its corporate boundaries and not abutting the city. To pay for such costs, the council established a Water Connection Charge (WCC) and Sewer Connection Charge (SCC). This charge, as initially set by council resolution, represents the average costs of constructing such utility improvements and is payable immediately upon connection to the system. This charge is enacted if the property owner elects to divide the property in which assessments were imposed and deferred. If a lot is split and the owner elects to connect to sewer and water, the WCC and SCC are charged to the property owner, with the balance of the deferred assessment remaining on the other parcel created from the split.

The WCC and SCC set by council resolution will remain in effect until repealed by the council. Said resolution may be adjusted periodically by the city council.

3. Initiation of an Improvement

By Petition from Property Owners

Per Minnesota Statute 429, if the council chooses to proceed with an improvement based on a petition, it must have the signatures of at least 35 percent in frontage of the property bordering the proposed improvements. If the council relies upon a petition as its basis for proceeding, it cannot make substantial change the improvement from what is asked for in the petition. The council must pass a resolution determining whether the petition is legally sufficient or not.

By Council Action

Per City of Brainerd Charter Section 92, in the first instance in which the council desires to levy a special assessment for an improvement, it shall require a two-thirds (2/3) vote of the members elect except in the case of sidewalks, in which a majority is sufficient.

4. Proceedings

Minnesota Statute 429

The City of Brainerd has elected to utilize Minnesota Statute 429 for its assessment proceedings, as amended and incorporated by reference into this policy.

Interest Rates

The council determines the interest rate on the special assessments, along with any other repayment provisions. The interest rate is typically set by ensuring a reasonable relationship between the assessments interest rate and the bond interest rate if the city issued bonds for the project. If the city finances the project with funds on hand, the council will look at the interest rate the city would otherwise have earned on the funds.

5. Payments

Once the assessments have been adopted, property owners originally have numerous options for repayment:

1. Pay the total amount of the assessment within 30 days after the council adopts the assessment rolls. This this situation, the city cannot charge interest; or
2. Pay the assessments in annual installments (with interest) under the terms set by the council; or
3. Pay the entire amount at any time after the 30 days, but before any certification to the county auditor. The property owner pays only the amount of interest accrued as of the date of payment; or
4. At any time after certification to the County Auditor, the property owner may still pay the entire remaining unpaid amount to the County Treasurer. However, the property owner must pay the entire remaining unpaid amount of the assessment before November 15 of any year and must also pay all interest accrued until the end of that calendar year.

6. Deferments

The City Council has adopted policy which allows for assessment deferments for elderly person and for all other persons who fall within the economic hardship criteria. A deferred assessment is not forgiven but is postponed until such time that the property owner either elects to resume making the annual installments as certified, no longer meets the economic hardship criteria, or sells the property. Persons interested in deferring assessments must apply each year to have the following year assessment installment deferred. After 10 years, no further applications are necessary, and the deferred installments will remain permanently deferred without accrual of additional interest, until such time that the deferred assessment is voluntarily paid of the property is sold. The most current deferment criteria passed by council resolution can be requested from the City Clerk and a copy provided to the requestor.

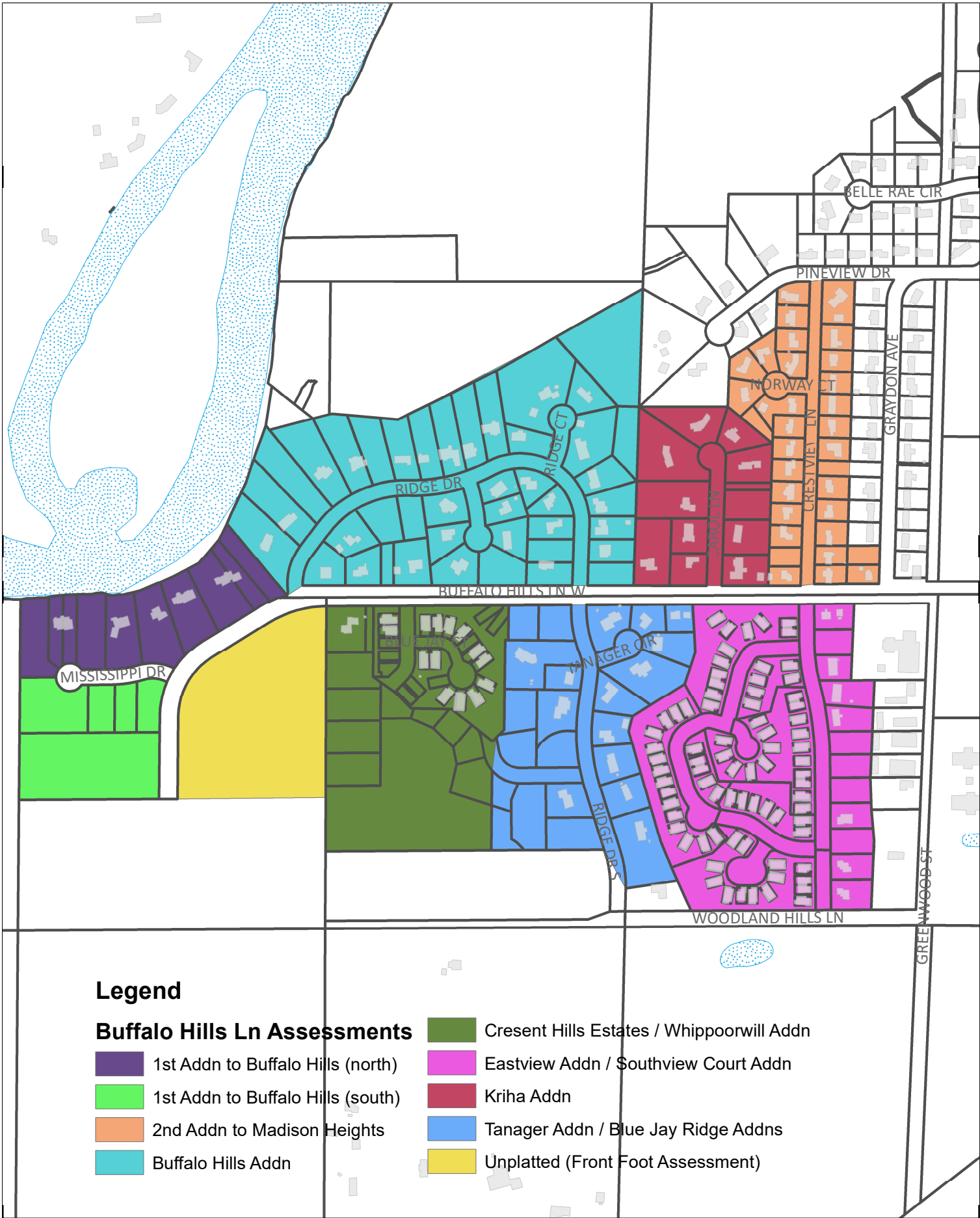
7. Other Frequently Asked Questions

Will Improvements Affect my Property Taxes?

While it is well documented within the real estate industry that streets and utilities that are in poor condition decrease the marketability and sale prices of homes, improvements to the streets and utilities do not automatically increase the taxes on the property. Property market valuations, as determined by the County Assessor, are based on the recent sale prices of comparable properties within the neighborhood. Following improvements to streets and utilities, the marketability of properties tends to increase, and the properties can demand a higher sale price. As years pass and the history of sale prices in the neighborhood show increases, the County Assessor will adjust the market valuation of properties to more closely reflect the price the property would sell for. If the market valuations in the neighborhood are increasing at a faster rate than the City, County, and School District averages, the property taxes will tend to increase over time.

Why is There a Difference Between my Front Footage and Assessable Footage?

If you live on a corner lot, your property is subject to assessments for improvements on both streets. The City Council has adopted a side-yard deduction assessment policy to help reduce the burden for the owners of corner lots or reconstruction or resurfacing projects. Your side-yard is defined as the side of your lot with the most street frontage. Improvements made to your side-yard street result in the city paying for the cost of one-half of your side-yard footage and the property owner being assessed for one-half (1/2) of the side-yard footage. The most common assessment notices for side-yard street improvements will list the front-footage as 140 feet and the assessable front-footage as 70 feet.

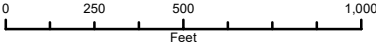


Legend

Buffalo Hills Ln Assessments

- 1st Addn to Buffalo Hills (north)
- 1st Addn to Buffalo Hills (south)
- 2nd Addn to Madison Heights
- Buffalo Hills Addn

- Crescent Hills Estates / Whippoorwill Addn
- Eastview Addn / Southview Court Addn
- Kriha Addn
- Tanager Addn / Blue Jay Ridge Addns
- Unplatted (Front Foot Assessment)





Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



City of Brainerd Cleanup Cash

In an effort to encourage City residents to cleanup their properties and to promote recycling, the Brainerd City Council has adopted a cleanup voucher system. Each City resident will receive a \$10 voucher that can be used at the Crow Wing County Landfill for any service listed on the back of the voucher. Only one voucher can be used per load. The voucher will expire October 31, 2012.

What to do with all your stuff?

Recycle—Businesses like Crow Wing Recycling will pay you for items that have scrap value to them. Most items made of aluminum or metal are recyclable and worth money. Old lawnmowers, appliances, cars, etc can be removed from your yard and garage and make you some money.



Donate to Charity—Items that you may no longer use but are in good condition may be accepted by many local charities. Habitat for Humanity will take old building materials that are in good shape.

Take yard waste to the Arboretum— The Brainerd Arboretum located at 14250 Conservation Drive (Behind the Westgate Mall). Bring your leaves and grass clippings and drop them off at the compost site. No brush or wood is accepted.



Recycle your oil—An oil recycling facility is located behind the Fire Station at 21 Laurel St. Used oil filters and oil can be dropped off at any time.



Recycle florescent light bulbs— Businesses where bulbs may be purchased, such as Ace Hardware will recycle the bulbs. Fees may apply.

Contact your Hauler—Most haulers will haul away excess garbage or larger items for an additional cost to your bill. It can save you the trip to the landfill.

Services Available at the Crow Wing County Landfill

The landfill is located on State Highway 210 East of Brainerd. From Brainerd, head east on 210 for 7.3 miles. The landfill is located on the north side of the road on County Road 147. The landfill is open in the Summer, Monday—Saturday, 8:00 AM—5:00 PM.

Demolition Debris—Building materials such as wood, drywall, metal, insulation, shingles, etc can be disposed of at the landfill for a fee.

Compost Material—Items such as logs, branches, leaves or grass clippings can be disposed of at the Landfill compost facility. This is a free service of the landfill.

Hazardous Waste—Waste such as oils, solvents, paints and other household cleaners are considered hazardous waste. The hazardous waste facility is open at the landfill in the summer on the second Wednesday and Saturday of the month from 8:00 AM—4:00 PM . This service is a free service.

Appliances—Items such as washers, dryers, refrigerators, dishwashers or any other large appliance can be disposed of at the landfill for a fee.

Electronics—Computers, printers, fax machines, copiers, tv's and other electronics can be recycled at the landfill for a fee.



Mattresses—Dry and clean mattresses can be recycled at the landfill for a fee.

Tires—Tires can be taken to the landfill for a fee. The fee is based on the size of the tire and if it is on a rim.



See fee schedule below for disposal of all items at the Crow Wing County Landfill. For questions about landfill services, contact 218-828-4392.

01-0177 FIRST IMPRESSION PRINTING

054613 07/18/2012

DATE	I.D.	PO #	DESCRIPTION	AMOUNT
06/27/2012	51077		2500 EXPRESS ROUTE SCHEDULES	472.92
		203-49000-3340	2500 EXPRESS ROUTE SCHEDULE	472.92
06/27/2012	51078		PRINT WORK CITYWIDE CLEANUP	692.76
		227-43230-3430	PRINT WORK CITYWIDE CLEANUP	692.76

FIRST IMPRESSION PRINTING
401 FRONT STREET
BRainerd, MN 56401

CHECK TOTAL 1,165.68

Your Business Printer

**401 FRONT STREET
BRAINERD, MN 56401
PHONE: 218-829-1860
FAX: 218-825-7550**

Invoice

Date	Invoice No.
06/27/12	51078

BH To

**CITY OF BRAINERD, ADMINISTRATION OFFICE
BRAINERD COURT HOUSE
BRAINERD MN, 56401
828-2307
FAX 828-2316**

Ship To

P.O. No.	Terms	Rep	Ship Date	Ship VIA	FOB	Project
	30 days	COE	06/27/12	CWR	JESSIE	
Item	Description	Qty	Rate	Amount		
PRINTING	NEWSLETTER - 4 COLOR PROCESS, 2 SIDED, 60# WHITE OFFSET	7,100	0.07058	501.90T		
PERF	ONE HORIZONTAL PERF	7,100	0.01369	97.20T		
TYPESSETTING	TYPESSETTING - BILLS AT \$50 PER HOUR SALES TAX	1	50.00 7.375%	50.00T 47.80 44.56		
227-43230-3430						
PAID						
Thank You For Your Business!				692.76		
Please Pay From This Invoice Net 30 2% Finance Charge Over Net 30					Total \$692.00	

Customer Sign

Proof Sign **X**

City of Brainerd MN 56401

055646

01-0134 C W CO SANITARY LANDFILL

055646 10/03/2012

DATE	I.D.	PO #	DESCRIPTION	AMOUNT
09/10/2012	09/10/12		CLEAN UP CASH REDEEMED	1,302.25
	227-43230-3430		CLEAN UP CASH REDEEMED	1,302.25

C W CO SANITARY LANDFILL
15732 STATE HIGHWAY 210
BRainerd, MN 56401

CHECK TOTAL

1,302.25

Marvin Stroschein
Crow Wing County Landfill, LLC
15732 State Highway 210
Brainerd, MN 56401
(218)828-4392

City of Brainerd
City Hall 501 Laurel Street
Brainerd, MN 56401

9/10/2012

Attn: Jeff Hulseher

STATEMENT

RE: Brainerd Clean-Up Cash

July Clean-Up Cash Sales	\$218.00
--------------------------	----------

August Clean-Up Cash Sales	\$697.00
----------------------------	----------

One Time Set Up Fee (Cash Register And Computer Programming)	\$250.00
---	----------

Administration Fee @ 15%	\$137.25
--------------------------	----------

TOTAL AMOUNT DUE:

\$1,302.25

227-43230-3430 JMH

PAID

City of Brainerd MN 56401

056585

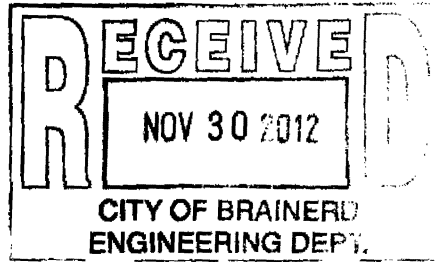
01-0134 C W CO SANITARY LANDFILL

056585 12/19/2012

DATE	I.D.	PO #	DESCRIPTION	AMOUNT
11/25/2012	11/25/12		CLEAN UP CASH REDEEMED	1,685.90
	227-43230-3430	SEPT & OCT		1,685.90

C W CO SANITARY LANDFILL
15732 STATE HIGHWAY 210
BRainerd, MN 56401

CHECK TOTAL 1,685.90



City of Brainerd
City Hall 501 Laurel Street
Brainerd, MN 56401

11/25/2012

Attn: Jeff Hulsether

STATEMENT

RE: Brainerd Clean-Up Cash

September Clean-Up Cash Sales	\$662.00
October Clean-Up Cash Sales	\$804.00
Administration Fee @ 15%	\$219.90

TOTAL AMOUNT DUE:

\$1,685.90 ✓

Crow Wing County Landfill, LLC
15732 STATE Highway 210
Brainerd, MN 56401

PAID

227-43230-3430 (m)

The City of Brainerd will be having a community cleanup on June 15, 2013 from 8:00am to Noon. Items can be brought to the Ascensus parking lot at the intersection of Hwy 25 and Hwy 210 in NE Brainerd. This is not a free service, fees will be charged. Landfill loot coupons will be honored. For more information on items that will be accepted, fees, and location please call City Hall at 218-828-2309 or visit the City's website at www.ci.brainerd.mn.us .

CITY OF BRAINERD

COMMUNITY



Clean Up

JUNE 15, 2013

Have some stuff laying around that you need to get rid of?

NOW'S YOUR CHANCE!

Bring it to the Ascensus parking lot at the intersection of Hwy 25 and Hwy 210 in NE Brainerd (see map on reverse side) on **Saturday, June 15th, 8:00 am—Noon**

Stuff you can bring:

Tires, Mattresses, Appliances, Furniture, Scrap Metal, Demolition Debris, Computer, Electronics

Stuff you CAN'T:

**Hazardous Waste (Paint, fuel, oil, etc), Fluorescent Bulbs, Batteries
Yard Debris & Leaves (Take to Landfill for No Charge)**

For more information call the City of Brainerd at 218-828-2309. This is not a **FREE** service. Fees will be charged (see reverse side for rates). Landfill loot coupons will be honored.

For good, usable items for Skate Park Auction in Downtown Brainerd, June 1, call Nila Patrick at VIP Floral at 829-1771. Prior to May 30, Skate Park Association members will arrange to pick up items or drop off at 712 Laurel St for tax deductible receipt.

Loose Garbage

1 Cubic Yard-----	\$8.08
2 Cubic Yards-----	\$16.15
3 Cubic Yards-----	\$24.23
4 Cubic Yards-----	\$32.30
5 Cubic Yards-----	\$40.38
6 Cubic Yards-----	\$48.46

Furniture

1 Item-----	\$5.85
2 Items-----	\$11.70
3 Items-----	\$17.55
4 Items-----	\$23.40
5 Items-----	\$29.25

Tires (Recycled)

Tire no rim (15 inches or smaller)-----	\$1.00
Tire with rim (15 inches or smaller)-----	\$3.50
Tire no rim (16 inches or greater)-----	\$3.50
Tire with rim (16 inches or greater)-----	\$10.00
Tractor Tire no rim-----	\$10.00
Tractor Tire with rim-----	\$30.00
Equipment Tire-----	\$140.00

Scrap Metal

Free

Electronics (Recycled)

Computer (monitor/tower/keyboard/mouse)-	\$5.00
Printer-----	\$5.00
Scanner-----	\$5.00
Desk Top Copier-----	\$5.00
Stereo Systems-----	\$5.00
TV's-----	\$5.00
DVD's-----	\$5.00
VCR's-----	\$5.00
Satellite Receiver-----	\$5.00
Paper Shredder-----	\$5.00

Mattresses/Bed Springs

Mattress Only-----	\$11.70
Bedspring Only-----	\$11.70

Demolition Material (Demolition Landfill)

1 Yard-----	\$4.60
2 Yards-----	\$9.20
3 Yards-----	\$13.80
4 Yards-----	\$18.40
5 Yards-----	\$23.00
6 Yards-----	\$27.60

Bags of Garbage (Sanitary Landfill)

1 Bag-----	\$3.49
2 Bags-----	\$6.99
3 Bags-----	\$10.48
4 Bags-----	\$13.97
5 or more bags = 2 yards-----	\$16.15

Major Appliances (Recycled)

Examples of appliances: washers, dryers, dishwashers, hot water heaters, microwaves, stoves/ovens, refrigerators, air conditioners, water softeners, dehumidifiers/humidifiers. They are \$5.00 each.

Compost Disposal for Residents

(Not Accepted at Drop Site)

Disposal is free for brush, leaves, and garden waste for residents of Crow Wing County at the Landfill or the Arboretum.

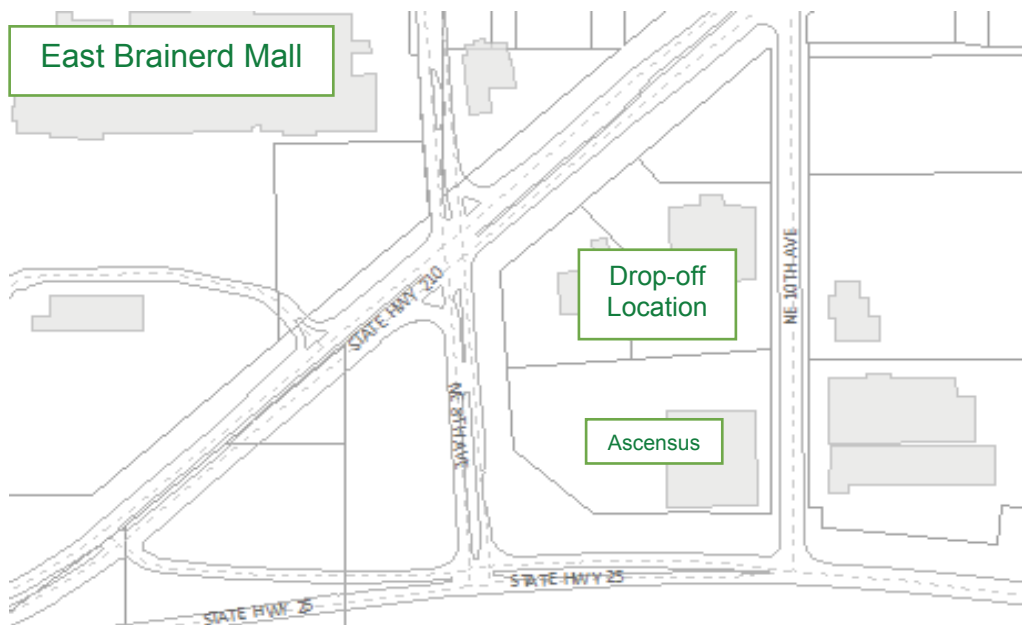
Household Hazardous Waste

(Not Accepted at Drop Site)

From May through October, the Household Hazardous Waste Facility is open on the second Wednesday, and the second Saturday of each month. Disposal is free for the residents of Crow Wing County. During the months of November through April, residents are to call: 218-824-1290 to have their names added to a list to be contacted when collection days are scheduled. For more information on household hazardous waste see [Hazardous Waste](#).

Oil Disposal Site—(Oil will not be accepted at Drop Site)

It can be taken to the oil drop site north of the Fire Dept.



2013 City Cleanup

38 users

\$482 charged

\$45 in landfill loot collected

\$437 Cash Received

-\$300 from County Landfill in Landfill Loot Coupons

\$137 City Expense for Tipping Fees

Additional Costs include ~\$50 in flyers plus cost of garbage haulers/rolloffs

01-0278 NISSWA SANITATION 059181 07/17/2013

DATE	I.D.	PO #	DESCRIPTION	AMOUNT
06/30/2013	7127746		CITY WIDE CLEAN UP ROLL OFF	702.00
	227-43230-3430		CITY WIDE CLEAN UP ROLL OF	702.00
07/15/2013	JULY 2013		JULY 2013 RECYCLING	877.50
	227-43230-3300		JULY 2013 RECYCLING	877.50

NISSWA SANITATION
P O BOX 780
NISSWA, MN 56468

CHECK TOTAL 1,579.50

Please Carefully Detach Top Portion and Return with Payment

				Balance forwarded	0.00
				State Solid Waste Management Tax	102.00
Date	Ticket		Volume	Service Disposal Description	
06/17/2013	1807	Tx	30.000	200.00 30YD ROLLOFF PULL	200.00
06/17/2013	1808	Tx	30.000	200.00 30YD ROLLOFF PULL	200.00
06/17/2013	1809	Tx	30.000	200.00 30YD ROLLOFF PULL	200.00

RECEIVED

JUL 05 2013

CITY OF BRAINERD
ADMINISTRATION

PAID

227-43230-3430 Qnd

06/30/2013, Svc Period = JUNE, 2013 Total Tax 102.00

143197 H2

Page 1 of 1 This Invoice, \$702.00 Total Amount Due 702.00

Thank You for your business... **NISSWA SANITATION INC**

TERMS:

Current	30 Days	60 Days	90 Days	Total
702.00	0.00	0.00	0.00	702.00

All Past Due Accounts will be charged 3.00% /Mo on the unpaid balance.

Niswara Sanitation

GRAND TOTAL: 234.00



PO Box 780
Nisswa, Minnesota 56468
218/963-4758

1809

P.O.#

Account #

143197

Date:

6/17/13

Name:

CITY OF BRAINERD

Received By:

Order Given By:

Method of Payment:

☐

Credit Card

☐

Cash/Check

☐

Charge

☐

Exchange

☒

Pull

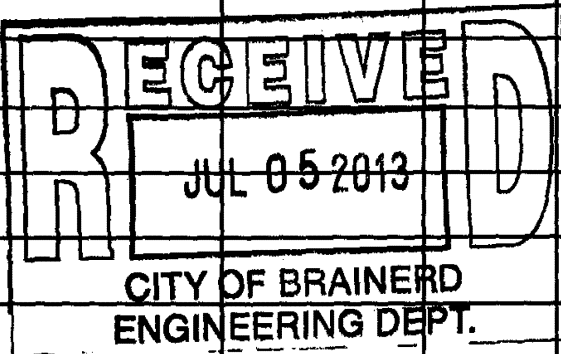
☐

Other

SERVICE SITE:

CLEAN UP

YARDAGE	DESCRIPTION	PRICE	AMOUNT
3040	ROUGH PULL		200.00



Driver:

CHAD

DEMO

Date:

6/17/13
MIXED

SUBTOTAL:

200.00

TAX:

34.40

Dropped Box #:

Pulled Box #:

GRAND TOTAL:

234.40



PO Box 780
Nisswa, Minnesota 56468
218/963-4758

1808

P.O.#

Account #

143197

Date:

6/17/13

Name:

CITY OF BRAINERD

Received By:

Order Given By:

Method of Payment:

☐ Credit Card

☐ Cash/Check

☐ Charge

☐ Exchange

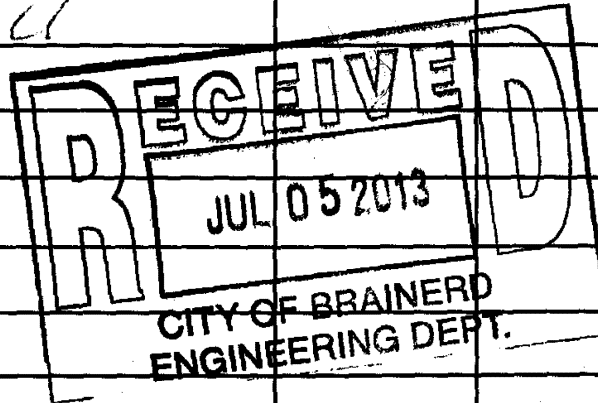
☒ Pull

☐ Other

SERVICE SITE:

CLEAN UP

YARDAGE	DESCRIPTION	PRICE	AMOUNT
20 yds	ROCK OFF PULL		200.00



Driver:

Date:

SUBTOTAL: 200.00

DEMO

MIXED

TAX: 34.00

Dropped Box #:

Pulled Box #:

GRAND TOTAL: 234.00



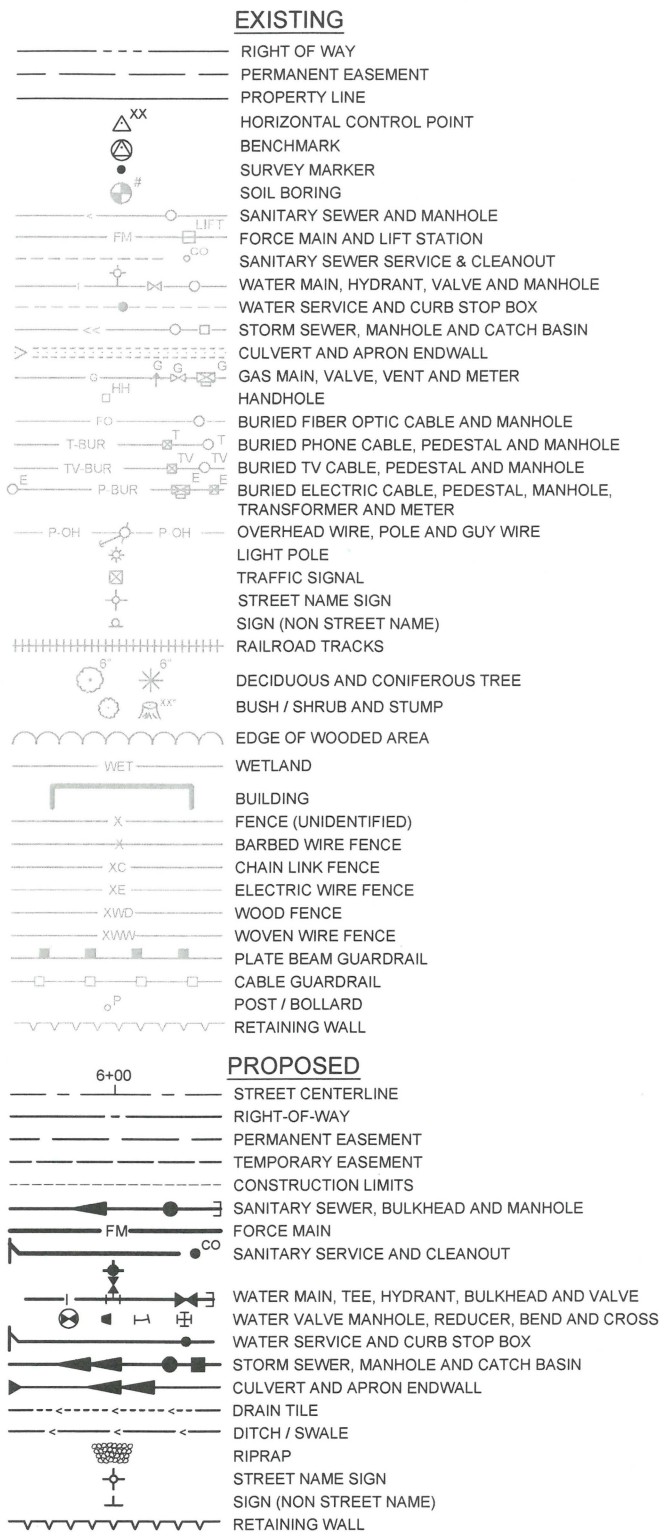
Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

Save: 2/12/2019 4:22 PM c:\msdcs\p1\dwg\brdmn14361\415-final.dgn 1:0 Civil\cad2018\dwg\sheet\BR1436141L.dwg



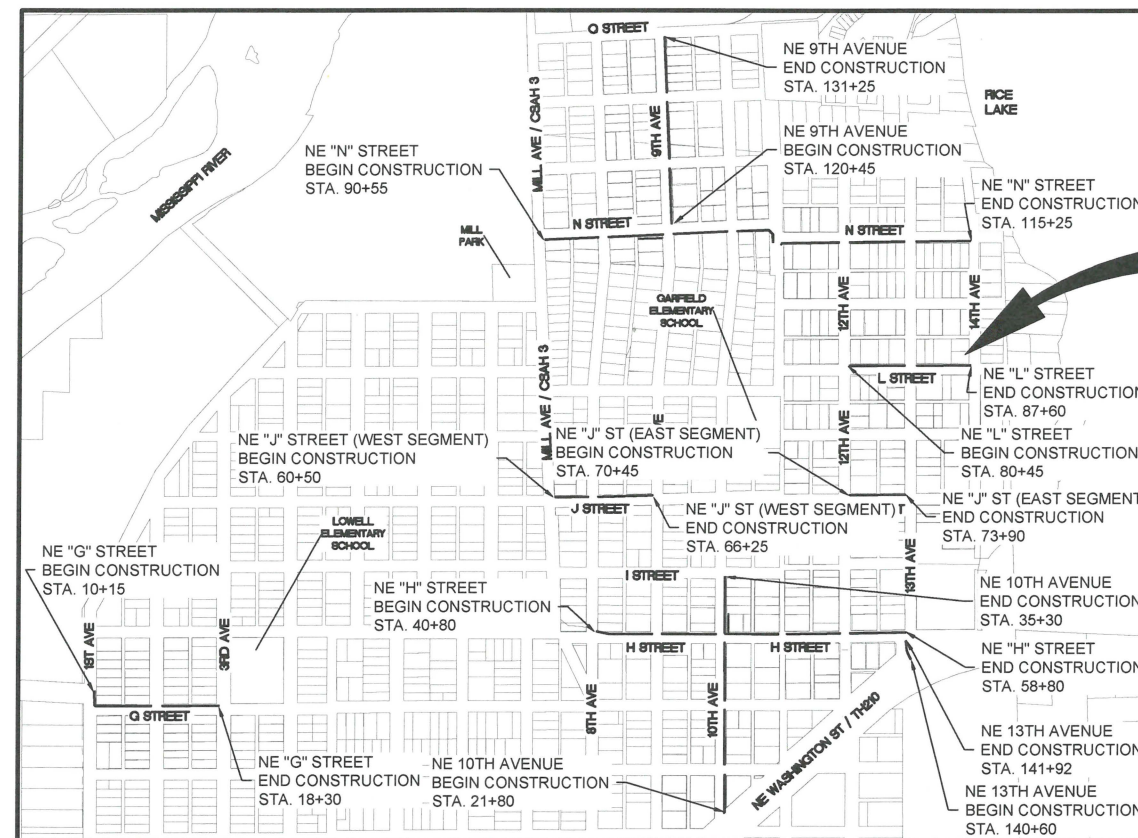
PLAN REVISION SUMMARY			

MINNESOTA DEPARTMENT OF TRANSPORTATION CITY OF BRAINERD, MINNESOTA CONSTRUCTION PLANS FOR SIDEWALK, PEDESTRIAN RAMPS, CURB AND GUTTER, GRADING, RETAINING WALLS, STORM SEWER, AND RESTORATION 2019 GARFIELD SAFE ROUTES TO SCHOOL

CITY PROJECT NO. 17-08

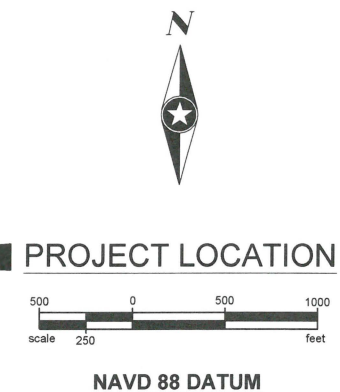
SP 108-591-005

NORTH OF WASHINGTON STREET / TRUNK HIGHWAY 210 AND EAST OF THE
MISSISSIPPI RIVER, SELECT BLOCKS OF 9TH AVE, 10TH AVE, 13TH AVE, "G" STREET,
"H" STREET, "J" STREET, "L" STREET, AND "N" STREET.
LOCATED IN THE CITY OF BRAINERD, CROW WING COUNTY, MINNESOTA
SECTION 18 & 19, TOWNSHIP 45, RANGE 30



NOTE:
THE SUBSURFACE UTILITY QUALITY INFORMATION IN THIS PLAN IS LEVEL D.
THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE
GUIDELINES OF C/ASCE 38-02 ENTITLED "STANDARD GUIDELINES FOR THE
COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

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



PROJECT LOCATION



MINN PROJ NO. TA 1819 (214)	
GOVERNING SPECIFICATIONS	
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN EXCEPT AS MODIFIED BY THE SPECIFICATIONS FOR THIS PROJECT.	
ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.	
INDEX	
SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3-21	DETAILS
22	CONSTRUCTION NOTES & STANDARD PLATES
23-27	TABULATIONS
28-29	TYPICAL SECTIONS
30	ALIGNMENT PLAN
31-38	RIGHT OF WAY PLAN
39-46	REMOVAL PLAN
47-62	SIDEWALK PLAN AND PROFILES
63-64	RETAINING WALL PLAN
65-70	INTERSECTION DETAILS
71-74	SWPPP
75-82	EROSION CONTROL AND TURF ESTABLISHMENT PLAN
83-90	LANDSCAPE PLAN
91-98	SIGNING PLAN
99-122	CROSS SECTIONS
THIS PLAN CONTAINS 122 SHEETS.	
DESIGN LENGTH SUMMARY	
NE 9TH AVENUE	
GROSS LENGTH	1,080 FEET 0.205 MILES
EXCEPTION LENGTH	0 FEET 0.000 MILES
NET LENGTH	1,080 FEET 0.205 MILES
NE 10TH AVENUE	
GROSS LENGTH	1,350 FEET 0.256 MILES
EXCEPTION LENGTH	0 FEET 0.000 MILES
NET LENGTH	1,350 FEET 0.256 MILES
NE 13TH AVENUE	
GROSS LENGTH	132 FEET 0.025 MILES
EXCEPTION LENGTH	0 FEET 0.000 MILES
NET LENGTH	132 FEET 0.025 MILES
NE "G" STREET	
GROSS LENGTH	815 FEET 0.154 MILES
EXCEPTION LENGTH	0 FEET 0.000 MILES
NET LENGTH	815 FEET 0.154 MILES
NE "H" STREET	
GROSS LENGTH	1,800 FEET 0.341 MILES
EXCEPTION LENGTH	0 FEET 0.000 MILES
NET LENGTH	1,800 FEET 0.341 MILES
NE "J" STREET	
GROSS LENGTH	1,340 FEET 0.254 MILES
EXCEPTION LENGTH	420 FEET 0.080 MILES
NET LENGTH	920 FEET 0.174 MILES
NE "L" STREET	
GROSS LENGTH	715 FEET 0.135 MILES
EXCEPTION LENGTH	0 FEET 0.000 MILES
NET LENGTH	715 FEET 0.135 MILES
NE "N" STREET	
GROSS LENGTH	2,470 FEET 0.468 MILES
EXCEPTION LENGTH	0 FEET 0.000 MILES
NET LENGTH	2,470 FEET 0.468 MILES
APPROVED	
	2-15-19
CITY OF BRAINERD ENGINEER DATE	
RECOMMENDED FOR APPROVAL:	
DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY	DATE
RECOMMENDED FOR APPROVAL:	
APPROVED FOR STATE AID AND FEDERAL AID FUNDING STATE AID ENGINEER	DATE
BRAINERD, MINNESOTA	
PHONE: 218.855.1700 416 S 6TH ST, STE 200 BRAINERD, MN 56401-3540 www.sehinc.com	
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.	
FILE NO.	
BRDMN143614	
1	
122	
Date: 02/11/2019 Lic. No. 40686	
SP 108-591-005	



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



3/8/2019

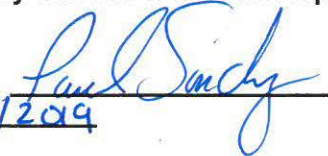
**City of Brainerd
Project Bid Abstract**

SANITARY SEWER ALLEY -
Project Name: OAK ST TO PINE ST (11TH AVE TO 19TH AVE) Contract No.: 2018-1
Client: City Of Brainerd Engineering Project No.: 17-10
Bid Opening: 03/08/2019 10:00 AM Owner: City of Brainerd

Project: 17-10 - SANITARY SEWER ALLEY - OAK ST TO PINE ST (11TH AVE TO 19TH AVE)					Engineers Estimate		Tom's Backhoe Service Inc.		DeChantal Excavating LLC		Kuechle Underground		RL Larson Excavating, Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	\$20,000.00	\$20,000.00	\$40,000.00	\$40,000.00	\$45,250.00	\$45,250.00	\$27,000.00	\$27,000.00	\$200,000.00	\$200,000.00
2	2101.502	CLEARING	TREE	1	\$500.00	\$500.00	\$500.00	\$500.00	\$750.00	\$750.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00
3	2101.507	GRUBBING	TREE	3	\$500.00	\$1,500.00	\$300.00	\$900.00	\$100.00	\$300.00	\$150.00	\$450.00	\$1,000.00	\$3,000.00
4	2104.501	REMOVE SEWER PIPE (SANITARY)	L F	3730	\$3.00	\$11,190.00	\$2.00	\$7,460.00	\$0.50	\$1,865.00	\$0.01	\$37.30	\$10.00	\$37,300.00
5	2104.501	REMOVE CURB & GUTTER	L F	375	\$4.00	\$1,500.00	\$10.00	\$3,750.00	\$4.00	\$1,500.00	\$3.00	\$1,125.00	\$12.00	\$4,500.00
6	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	1179	\$3.00	\$3,537.00	\$6.00	\$7,074.00	\$2.45	\$2,888.55	\$3.00	\$3,537.00	\$6.00	\$7,074.00
7	2104.509	REMOVE MANHOLE	EACH	6	\$500.00	\$3,000.00	\$300.00	\$1,800.00	\$650.00	\$3,900.00	\$325.00	\$1,950.00	\$600.00	\$3,600.00
8	2104.509	REMOVE CASTING	EACH	6	\$150.00	\$900.00	\$75.00	\$450.00	\$95.00	\$570.00	\$20.00	\$120.00	\$200.00	\$1,200.00
9	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	584	\$5.00	\$2,920.00	\$4.00	\$2,336.00	\$2.60	\$1,518.40	\$3.00	\$1,752.00	\$2.50	\$1,460.00
10	2105.501	COMMON EXCAVATION (P)	C Y	1893	\$10.00	\$18,930.00	\$8.00	\$15,144.00	\$12.00	\$22,716.00	\$10.00	\$18,930.00	\$60.00	\$113,580.00
11	2105.541	STABILIZING AGGREGATE	C Y	126	\$25.00	\$3,150.00	\$30.00	\$3,780.00	\$16.00	\$2,016.00	\$42.00	\$5,292.00	\$50.00	\$6,300.00
12	2105.601	DEWATERING	LS	1	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$1.00	\$1.00	\$0.01	\$0.01	\$0.01	\$0.01
13	2211.501	AGGREGATE BASE CLASS 5	TON	1492	\$25.00	\$37,300.00	\$21.00	\$31,332.00	\$15.50	\$23,126.00	\$19.00	\$28,348.00	\$22.00	\$32,824.00
14	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3;C)	TON	168	\$70.00	\$11,760.00	\$90.00	\$15,120.00	\$88.50	\$14,868.00	\$104.00	\$17,472.00	\$92.50	\$15,540.00
15	2451.509	AGGREGATE BEDDING (LV)	C Y	483	\$25.00	\$12,075.00	\$30.00	\$14,490.00	\$48.00	\$23,184.00	\$20.00	\$9,660.00	\$40.00	\$19,320.00
16	2503.511	6" PVC PIPE SEWER	L F	792	\$25.00	\$19,800.00	\$30.00	\$23,760.00	\$42.00	\$33,264.00	\$42.00	\$33,264.00	\$20.00	\$15,840.00
17	2503.511	8" PVC PIPE SEWER	L F	2854	\$30.00	\$85,620.00	\$60.00	\$171,240.00	\$45.00	\$128,430.00	\$80.00	\$228,320.00	\$125.00	\$356,750.00
18	2503.511	18" PVC PIPE SEWER	L F	22	\$65.00	\$1,430.00	\$200.00	\$4,400.00	\$64.00	\$1,408.00	\$215.00	\$4,730.00	\$500.00	\$11,000.00
19	2503.602	SANITARY SEWER SERVICE	EACH	98	\$600.00	\$58,800.00	\$300.00	\$29,400.00	\$525.00	\$51,450.00	\$750.00	\$73,500.00	\$1,200.00	\$117,600.00
20	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	10	\$1,500.00	\$15,000.00	\$300.00	\$3,000.00	\$480.00	\$4,800.00	\$3,700.00	\$37,000.00	\$3,000.00	\$30,000.00
21	2506.501	CONST DRAINAGE STRUCTURE DESIGN 4007	L F	12.39	\$300.00	\$3,717.00	\$250.00	\$3,097.50	\$270.00	\$3,345.30	\$130.00	\$1,610.70	\$160.00	\$1,982.40
22	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 4007	EACH	5	\$3,000.00	\$15,000.00	\$1,500.00	\$7,500.00	\$2,900.00	\$14,500.00	\$3,115.00	\$15,575.00	\$5,000.00	\$25,000.00
23	2506.516	CASTING ASSEMBLY	EACH	16	\$500.00	\$8,000.00	\$450.00	\$7,200.00	\$823.00	\$13,168.00	\$840.00	\$13,440.00	\$800.00	\$12,800.00
24	2506.602	CASTING SEAL	EACH	5	\$150.00	\$750.00	\$375.00	\$1,875.00	\$155.00	\$775.00	\$215.00	\$1,075.00	\$500.00	\$2,500.00
25	2506.603	CONSTRUCT 8" OUTSIDE DROP	L F	4.38	\$350.00	\$1,533.00	\$1,000.00	\$4,380.00	\$747.00	\$3,271.86	\$1,500.00	\$6,570.00	\$550.00	\$2,409.00

Project: 17-10 - SANITARY SEWER ALLEY - OAK ST TO PINE ST (11TH AVE TO 19TH AVE)				Engineers Estimate		Tom's Backhoe Service Inc.		DeChantal Excavating LLC		Kuechle Underground		RL Larson Excavating, Inc.	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
26	2531.501 CONCRETE CURB & GUTTER DESIGN B612	L F	375	\$22.00	\$8,250.00	\$28.00	\$10,500.00	\$24.50	\$9,187.50	\$24.00	\$9,000.00	\$25.00	\$9,375.00
27	2563.601 TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$14,000.00	\$14,000.00	\$3,500.00	\$3,500.00	\$6,650.00	\$6,650.00
28	2573.530 STORM DRAIN INLET PROTECTION	EACH	32	\$150.00	\$4,800.00	\$250.00	\$8,000.00	\$155.00	\$4,960.00	\$250.00	\$8,000.00	\$160.00	\$5,120.00
29	2573.533 SEDIMENT CONTROL LOG TYPE ROCK	L F	200	\$10.00	\$2,000.00	\$10.00	\$2,000.00	\$6.00	\$1,200.00	\$5.50	\$1,100.00	\$6.00	\$1,200.00
30	2573.535 STABILIZED CONSTRUCTION EXIT	LS	1	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$6,000.00	\$6,000.00	\$2,440.00	\$2,440.00	\$0.01	\$0.01
31	2573.550 EROSION CONTROL SUPERVISOR	LS	1	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,150.00	\$1,150.00	\$1,600.00	\$1,600.00	\$2,000.00	\$2,000.00
32	2574.525 COMMON TOPSOIL BORROW (LV)	C Y	432	\$25.00	\$10,800.00	\$25.00	\$10,800.00	\$34.00	\$14,688.00	\$24.00	\$10,368.00	\$80.00	\$34,560.00
33	2575.555 TURF ESTABLISHMENT	LS	1	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$14,750.00	\$14,750.00	\$14,500.00	\$14,500.00	\$15,500.00	\$15,500.00
Totals for Project 17-10					\$395,262.00		\$462,288.50		\$464,800.61		\$582,766.01		\$1,097,984.42
% of Estimate for Project 17-10							16.96%		17.59%		47.44%		177.79%

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

Certified By: 

Date: 3/12/2019

License No. 53635



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

R E S O L U T I O N
NO _____

**A RESOLUTION REQUESTING
COMPREHENSIVE ROAD AND TRANSIT FUNDING**

WHEREAS, all Minnesota communities benefit from a sound, efficient, and adequately funded transportation system that offers diverse modes of travel; and

WHEREAS, the integrity of Minnesota's transportation infrastructure is dependent upon long-term planning and ongoing maintenance, both of which require dedicated and sustainable revenue sources; and

WHEREAS, current funding for roads, bridges, and transit systems across all government levels in Minnesota is inadequate, and this under-investment diminishes quality of life for Minnesota residents and hinders Minnesota's progress as a national business, economic, and civic leader; and

WHEREAS, Minnesota's transportation system is failing to meet the capacity needs necessary to sustain population growth and promote economic development; and

WHEREAS, many rural roads are not built to modern safety standards and are not meeting the needs of industries that depend on the ability to transport heavy loads; and

WHEREAS, insufficient state funding has delayed regionally significant road construction and reconstruction projects across Minnesota; and

WHEREAS, transportation infrastructure maintenance and improvement costs significantly contribute to rising property taxes; and

WHEREAS, for every one dollar spent on maintenance, a road authority—and therefore taxpayers—save seven dollars in repairs; and

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 22,500 miles—or 16 percent—are owned and maintained by Minnesota's 853 cities; and

WHEREAS, almost 85 percent of all municipal streets are not eligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars, but have benefitted from the creation of the Small Cities Assistance Account; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes, and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources

from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city—large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BRAINERD, MINNESOTA, that this Council requests that the Minnesota Legislature pass and Governor Tim Walz sign a comprehensive and balanced transportation funding package that permanently increases dedicated funding for transportation; and

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE BRAINERD, MINNESOTA, that this Council defines a comprehensive and balanced transportation funding package as an initiative that permanently increases dedicated funding for state and local road and transit systems in Greater Minnesota and the Metropolitan Area.

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF BRAINED, MINNESOTA, that this Council requests an omnibus transportation funding bill that provides additional dedicated state funding for city streets, including funding that can be used for non-MSA city street maintenance, construction, and reconstruction.

Adopted this _____ day of _____, 2019

GABE JOHNSON
President of the Council

Approved this _____ day of _____, 2019

EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

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

March 18, 2019
City Hall Conference Room
7:15 PM

1. Approval of Bills
2. Approval of Mississippi Riverfront Grant Applications
3. 2019-2020 IBEW Local #31 (BPU) Union Contract
4. Employee Policy Manual Amendment for Section 9 – Overtime Hours
5. Assignment of Agreement with Springsted to Baker Tilly Municipal Advisors, LLC
6. Authorization to Dispose of Excess Office Furniture



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

City of Brainerd – IBEW Local #31 (BPU) Union Final Terms
March 5, 2019

The following are tentative agreements reached between the City of Brainerd and the IBEW #31 (BPU) Union for the 2019-2020 union contract negotiations:

1. Article 2 – RECOGNITION

Section 1. The Employer recognizes the right of its employees to organize and to bargain collectively through representatives of their own choosing. The parties hereto mutually agree that the employees in the classifications listed in Article 12 - WAGES, Section 1 of this Agreement constitute a unit appropriate for the purposes of collective bargaining. The Union is hereby recognized as the exclusive collective bargaining representative with respect to rates of pay, hours of work and other conditions of employment for all employees of the Employer in the classifications listed as stated above. The Employer agrees to meet and deal with the duly accredited officers, committees, or representatives of the Union on all matters covered by the terms of this Agreement. ~~The classifications listed in Article 12 – WAGES, Section 1 are for informational purposes only.~~ The following employees will be excluded from union membership/benefits:

2. Article 3 – DEFINITIONS

Section 5. **Regular employee.** An employee who is regularly scheduled for a set number of hours per week.:

3. Article 4 - EMPLOYER/EMPLOYEE RELATIONS

~~Section 4. The Employer agrees to cooperate with the Union in its effort to collect voluntary C.O.P.E. funds by providing payroll deductions. A minimum of five (5) employees must commit for the term of the Agreement for the Employer to collect voluntary C.O.P.E. funds. These deductions shall be administered in the same manner as union dues.~~

Section 4. The Employer shall deduct from wages of employees who authorize such deduction in writing, an amount as established by the Union. Such money shall be remitted as directed by the Union. In order to initiate a deduction from the pay of any employee for initiation fees, dues and uniform assessments of the Union, ~~or fees for representational services in lieu thereof or any other funds~~, the Union must present to the Employer written authorizations, signed by the employee, specifically allowing such deduction and payments to the Union. ~~The Employer shall forward any requested deducted payments to the Union within thirty days.~~

4. Article 5 – VACATION

Section 6. Years of service for each employee shall be computed on the basis of each employee's anniversary of the original date of employment. ~~Years of service shall mean consecutive employment as a full-time employee without a break in service including resignation, termination, retirement and other employment separation. Years of service for eligible part-time employees will be prorated based on full-time equivalency (working 2080 hours per year).~~ Employees shall be given preference as to vacation dates in accordance with the Employer's organizational chart and their seniority status. The parties recognize that the Employer has the right to determine the number of employees within the unit that may be on vacation at any given time, consistent with efficient operations of the Department.

5. Article 6 – SICK LEAVE AND OTHER LEAVES OF ABSENCE:

Section 2. **Severance Pay.** All full-time employees shall be entitled to one hundred percent (100%) of the unused sick leave as severance pay, with a maximum of nine hundred sixty (960) hours, upon retirement or if they become disabled so they must terminate their employment, with written proof by a physician. In the event of death, severance pay shall be paid to the beneficiary. Employees who leave their employment in good standing with the Employer after twenty (20) years of full-time service shall be entitled to seventy-five percent (75%) of their accumulated sick leave. [The terms retirement and in good standing are defined in the in the City's Employee Policy Manual.](#)

Section 3. Health Care Savings Plan (HCSP) - for Post Employment

I.B.E.W. Local #31 employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 and as outlined in the Minnesota State Retirement System's Trust Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the Employee's Health Care Savings Plan account, unless in the event of death, contributions owed but not paid to HCSP will be paid to the estate.

- A. **Excess Sick Leave.** In January of each year, any sick leave ~~accrual~~ [accrued](#) over nine hundred sixty (960) hours from the previous year will be paid into the MN State Retirement System Health Care Savings Plan by the Employer calculated as follows:
- B. **HCSP Severance Pay.** All employees eligible for the severance payment outlined in Article 6 Section 2 of the Agreement will contribute one hundred percent (100%) of their severance [pay as well as 100% of their accumulated vacation](#) to the HCSP. ~~Employees that retire with less than fifteen (15) years of service will contribute one hundred percent (100%) of their accumulated vacation to the HCSP~~
- C. **Payroll Deduction.** Employees will contribute as follows based on years of service.

Years of Service	Per Pay Period
0 to 5	\$20.00
5 to 7	\$25.00
7 to 10	\$30.00
10 to 25	\$50.00
25+	\$75.00

Years of Service	Per Pay Period
0 to 5	\$20.00
5 to 10	\$30.00
10 to 25	\$50.00
25+	\$75.00

Section 4. **Leave of Absence.** Upon written request of any employee, approved by the employee's Department Head, ~~a one~~ leave of absence for personal reasons may be granted for a period not to exceed sixty (60) days in any calendar year. In considering leave of absence requests for personal reasons, operation requirements and whether or not the employee can be spared from duty shall be taken into account. No employee shall accept other employment during the period of any leave of absence as provided in this Section. ~~Maternity Parental~~ leave shall be granted according to ~~MSA-363.03~~ applicable law.

~~Section 9. **Emergency Time Off Bank.** Employees may voluntarily donate vacation to another employee that is sick or injured and used all their sick leave. This donated time would be on an hour by hour basis at the absent employee's rate of pay.~~

Section 9. **Catastrophic Leave Policy.** Employees are allowed to participate in the Employer's Catastrophic Leave bank as described in the Employer's Policy Manual.

6. Article 7 – SENIORITY

Section 3. ~~The An~~ employee covered by this bargaining agreement with the least classification seniority within each classification shall be the first laid off. When recalling any classification, the last employee laid off in the classification involved shall be the first to be re-employed if available, and physically qualified to return to work.

Section 4. Employees shall establish seniority in an employee's classification within a department where they have been employed six (6) months or more ~~without a break in service~~, and on being laid off, may exercise seniority within that department or any other department where the employee has been employed six (6) months or more, provided, further, that the employee's classification seniority date is prior to that of the employee they seek to displace.

Section 7. New employees shall serve a six (6) month probationary period of active work (which does not include time spent on a leave of absence except as may be required by law). This probationary period applies to original hires, rehires following separation/retirement, or those who fail to return to work after an unpaid leave of absence. At any time during the probationary period an employee may be terminated at the discretion of the Employer without such discharge being a violation of this Agreement and such termination is not a proper subject for Article 8 – Grievance Procedure.

Section 8. All employees promoted or reassigned pursuant to this Article from a bargaining unit classification to a different job classification within the bargaining unit shall serve a trial period of ninety (90) calendar days. At any time during the trial period, any promoted or reassigned employee within or outside of the bargaining unit may be returned to the employee's previously held job classification in the bargaining unit, at the discretion of the Employer or the Employee. If the Employer exercises this option, the Employee shall not be eligible to bid on the same vacancy or similar vacancy for twelve (12) months from the date the employee is returned to his/her previously-held job classification.

Section 9. Employees shall, during the probationary period, accumulate paid leave as provided by Article 5 - Vacations and Article 6 – Sick Leave and Other Leaves of Absences. Employees may take paid leaves of absence during the probationary period at the sole discretion of the Employer.

Section ~~7~~10. When qualified employees are available, promotions or vacancies shall be awarded to the senior most qualified employee in the bargaining unit who has bid on the promotion or vacancy. The Employer reserves the right to administer appropriate oral and/or written testing to determine if an employee is qualified. The Union reserves the right to challenge the appropriateness of any such test through the grievance and arbitration procedure.

Section 811. In the event an employee of the department who bid on a position and is not selected, the employee shall be notified of the reasons in writing by the Superintendent or Secretary. In the event an employee does not choose to accept or bid on a promotion, it shall have no effect on the employee's future promotion. ~~Employees accepting a job posting will have a five (5) day trial period to determine if they accept or reject the position.~~

Section 912. All job postings will have an effective date from posting that will not exceed thirty (30) days unless a specific date is included such as preparation for a planned retirement.

Section ~~10~~13. In the matter of filling vacancies and new positions coming within the terms of this Agreement and listed in Article 12 Section 1, the Employer shall post notices on the Department's official bulletin board and also notify the Business Manager of the Union and local Steward of said vacancies. Such notice shall be posted for five (5) working days.

7. Article 10 - HOURS OF WORK AND CONDITIONS

Section 4. **Overtime Rates.** Time worked in excess of eight (8) hours as defined in Article 10 Section 2 in any one work day shall be considered overtime in fifteen (15) minute increments and paid for at the rate of one and one-half (1-1/2) times the regular straight time rate of pay. Time worked in excess of sixteen (16) consecutive hours shall be considered overtime and paid for at the rate of double time (2) times the regular straight time rate of pay. ~~Prior to scheduling overtime, the overtime must be approved by the BPU Superintendent or designee. In no case shall hours paid at the overtime and/or premium rate be pyramided, compounded or paid twice for the overtime calculation.~~

If between the hours.....

All work on Saturdays will be paid one and one-half (1-1/2x) the regular straight time rate of pay with the exception of ~~shift operators at Central Station~~ ~~Water Plant personnel~~ ~~and~~ while working ~~on regular~~ their regular/assigned shift.

Section 6. **Division of Overtime Hours.** Insofar as practical, any overtime work shall be divided as equally as possible among the employees who regularly perform the work to be done. ~~In the event of scheduled overtime for the Line Department, the crew assigned to the job will complete the job including overtime if needed. If additional help is needed, the on-call crew will assist, then additional people be asked based on the least amount of overtime hours.~~

Section 7. **Storm Related Mutual Aid.** When Employees are working for another utility under a storm related mutual aid agreement, employees will receive one and one-half (1 1/2) times the hourly rate when working Monday through Saturday, and will receive two (2) times the hourly rate when working on Sundays or Holidays. Employees will receive the base wage of the more favorable agreement based on their classification.

~~Lineworkers will be asked to participate in mutual aid on a rotating basis. When employees volunteer for mutual aid, one Crew Chief, and as many additional Lineworkers will be asked as~~

needed. If a Crew Chief or Lineworker participates in mutual aid, or declines to participate in mutual aid, they will move to the bottom of the mutual aid list for the next mutual aid opportunity. Apprentices are not eligible ~~able~~ to participate in mutual aid events.

Section 9. Required Time Off. Employees shall not be required to take time off for any overtime worked or to be worked. For scheduled overtime and as agreed upon by the Employee and the Department Head or designee, an Employee eligible for overtime may adjust his/her schedule on the day of the scheduled overtime event to result in a normal work day i.e. 8-hour work day in lieu of receiving overtime for that day.

Section 10. Department and Classification Transfers. When employees are temporarily transferred from the department in which they are regularly employed to another department or position with a lower rate of pay, such employees shall suffer no reduction or other loss in rates of pay unless mutually agreed between the Employer and the Union.

When employees are temporarily transferred or upgraded to a classification paying a higher wage rate than their own classification, they shall receive the contract wage rate of that classification while actually performing the work of that classification. This provision does not include an upgrade for two or more crew chiefs working within the same crew.

Section 11. Overtime Rates for Callbacks. A minimum of two (2) hours' pay at overtime rates shall be allowed to all employees who are called back to work after having been released from the regular day's work. During the hours of 10:00 pm until 5:00 am, the minimum shall be three (3) hour's pay at overtime rates.

After Hour Phone Calls:

- o When contacted and the issue is resolved quickly without needing to go in (less than five (5) minutes to address), this is considered de minimis time and should not be recorded on timesheet.
- o If the issue takes more than five (5) minutes or if the employee is contacted at night between the hours of 10 pm and 5 am, employees will receive one (1) hour of straight time pay for waking up/getting back to sleep.
- o If need to actually come in, employee should follow union contract call-back provisions.

Section 14. Cold Weather Gear. For Employees whose regular job classification requires them to work outdoors in cold weather for extended periods of time, the Employer will furnish each such employee one (1) set of insulated cold weather outerwear at a frequency based on need unless damaged beyond repair ~~and~~ at the discretion of the Superintendent. The cold weather gear set will consist of three (3) pieces - a coat, a hooded sweatshirt and a bib overall which will be insulated duck canvas with the Employer insignia on the coat. Meter readers cold weather gear will consist of a coat, a hooded sweatshirt and a waterproof bib-overall. The employee will be responsible to keep his/her gear clean and in good repair at all times. The cold weather gear shall be kept at work at all times except for the purposes of cleaning and/or repairs to the gear.

8. Article 12 – WAGES

Section 1. EXHIBIT A - The following pay schedules shall become effective as of:

<u>Classification</u>	<u>1.5%</u> <u>1/1/17</u>	<u>-.5%</u> <u>7/1/17</u>	<u>2.0%</u> <u>1/1/18</u>
Lineworker-Crew Chief	38.88	39.08	41.34
Lineworker	36.70	36.89	40.17
Maintenance Electrician	36.14	36.32	39.04
Meter Department Crew Chief (C)	36.36	36.54	37.27
Meter Tech/Locator (B)	29.83	29.98	32.26
Meter Serviceworker (A)	31.16	31.32	33.06
Water Plant Chief Operator	30.63	30.79	33.34
Water Plant Operator (D)	27.47	27.60	29.07
Water Plant Relief Operator (D)	24.82	24.94	25.44
Wastewater Crew Chief	30.52	30.67	33.99
Wastewater Operator (C)	27.01	27.14	29.42
Water Crew Chief	31.18	31.34	32.47
Water Foreman	33.19	33.36	34.02
Water Serviceworker (C)	28.38	28.52	29.60
Maintenance Mechanic	30.40	30.55	31.16
Meter Reader (D)	24.67	24.80	25.29
Custodian/Groundskeeper/Store Clerk (C)	24.73	24.85	25.35
Laborer	20.89	20.99	21.41
Accounts Receivable Representative (B)	23.14	23.26	24.28
Cashier/Postal Specialist (B)	23.14	23.26	24.28
Administrative Assistant (A)	26.29	26.42	27.97
Billing Representative (A)	25.69	25.82	26.33
Credit/Collection Representative (A)	26.82	26.95	27.49
Payables/Payroll Specialist (A)	27.77	27.91	28.88
Materials Control (A)	27.42	27.55	29.02
Accountant I (A)	28.62	28.77	29.85
Engineering Technician (A)	26.37	26.50	28.26
Locator/Laborer	23.99	24.11	24.60
Lab Tech	26.43	26.56	27.09

<u>Classification</u>	<u>3%</u> <u>1/1/19</u>	<u>3%</u> <u>1/1/20</u>
Lineworker Crew Chief	42.58	43.86
Lineworker	41.38	42.62
Maintenance Electrician	40.21	41.42
Meter Department Crew Chief (C)	38.39	39.54
Meter Tech/Locator (B)	33.23	34.22
Meter Serviceworker (A)	34.05	35.07
Water Plant Chief Operator	34.34	35.37
Water Plant Operator (D)	29.94	30.84
Water Plant Relief Operator (D)	26.20	26.99
Wastewater Crew Chief	35.01	36.06
Wastewater Operator (C)	30.30	31.21
Water Crew Chief	33.44	34.45
Water Foreman	35.04	36.09
Water Serviceworker (C)	30.49	31.40
Maintenance Mechanic	32.09	33.06
Meter Reader (D)	26.05	26.83
Custodian/Groundskeeper/Store Clerk (C)	26.11	26.89
Laborer	22.05	22.71
Accounts Receivable Representative (B)	25.01	25.76
Cashier/Postal Specialist (B)	25.01	25.76
Administrative Assistant (A)	28.81	29.67
Billing Representative (A)	27.12	27.93
Credit/Collection Representative (A)	28.31	29.16
Payables/Payroll Specialist (A)	29.75	30.64
Materials Control (A)	29.89	30.79
Accountant I (A)	30.75	31.67
Engineering Technician (A)	29.11	29.98
Locator/Laborer	25.34	26.10
Lab Tech	30.77	31.69
Senior Engineering Tech/Project Cord.	34.07	35.09
Facility and Grounds Maintenance Worker	26.11	26.89

Section 2. A "Me Too" Clause shall also apply on wage* (see below) % increase and Health Insurance Plan MOU. If any group receives a higher wage increase, or better health insurance coverage (those on the same plan) those increases or better coverage will be applied retroactively to this agreement-excluding essential units (police, fire department).

*Due to the significant number of wage adjustments in ~~2017 and 2018~~ 2019 and 2020 for specific positions city-wide, the wage portion of the "me too" clause will not apply for these two years for market adjustments except for the negotiated COLA adjustments.

Section 8. **Commercial Driver's License (CDL).** The Employer shall pay the difference in cost between a CDL and a Class D drivers license upon successful renewal of the CDL. This provision shall only apply to employees in positions that are required to hold a CDL based on their job description.

Section 9. **Standby Duty.**

The employee on standby shall receive for such standby duty each week while on standby duty: one (1) hour pay at **one and one-half times** their straight time classification rate for each weekday and two (2) hours pay at **one and one-half times** their straight time classification for each weekend day plus ~~\$50.00~~ **\$75.00** extra per holidays. The standby pay shall not be deducted from the hours actually worked.

NOTE: To clarify, this equals a total of 13.5 hours of pay for each week plus an additional \$75 of pay for a holiday.

Section 10. **School Travel.** An employee **when required to attend training by the Employer** and traveling to or from schooling apart from normal working hours shall be compensated straight time or Fair Labor Standards Act (FLSA) requirements (whichever is greater).

9. **Article 11 – INSURANCE**

Section 1. **Health Insurance.** The Employer agrees to pay 80% of the family premium and 95% of the single premium for the ~~\$2,600~~ **\$2,700** single, ~~\$5,200~~ **\$5,400** family high deductible health insurance plan. This plan also includes 100% preventative coverage as required by law.

10. **Article 12 - WAGES, Section 5 (Licenses) – Clarify license requirements for employees hired after December 31, 2016 & Timeframe to obtain a CDL for Wastewater classifications**

NOTE: The following items will not be included in the union contract; however, are included in the summary for documentation purposes.

1. The Union requested clarification regarding license requirements and additional pay for employees hired after December 31, 2016. The Employer clarified that all BPU job descriptions include minimum (required) license levels and that employees hired after December 31, 2016 will not receive additional pay for obtaining said license levels. Further, if said employee would obtain the “preferred or desirable” license levels, they would be eligible for the additional \$.20 raise.
2. The Union requested, and the Employer has agreed, to modify the job descriptions for the Wastewater Operators replacing the timeframe to obtain a CDL Class A from 6 months to 12 months. The Union noted there was a practice issue as the truck and tanker is in storage for 6 months of the year.

11. **Article 13 - PERIOD OF AGREEMENT AND APPROVAL**

Section 2. **Renewal Term.** This Agreement when signed by the proper officials of the Employer and Union and approved by the International President of the I.B.E.W. shall become effective as of January 1, ~~2017~~ 2019 and shall continue in effect through and until December 31, ~~2018~~ 2020. Thereafter, this Agreement shall be automatically renewed for terms of one (1) year each, unless written notice of a desire to terminate this Agreement is given by one party to the other at least ninety (90) days prior to the expiration date of December 31, ~~2018~~ 2020.

NOTE: I will update the signature lines on the actual contract when it is finalized.

12. **BPU notify Local 31 via email within thirty (30) days when new employees are hired, leave service, or are off of work without pay for one or more pay periods.**

NOTE: This item was included in the summary for documentation purposes; however, it will not be included in the union contract. The Union requested this notification as a courtesy and the union will not file a grievance if missed.

13. **Retroactive pay to January 1, 2019 assuming the contract is approved by both parties by March 31, 2019.**

14. **Renew Health Care MOU (See Attachment).**

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter, "MOU") is entered into between the City of Brainerd by and through the Brainerd Public Utilities (hereinafter, "Employer") and International Brotherhood of Electrical Workers, Local No. 31 (hereinafter, "Union").

WHEREAS, the Employer and Union are parties to a ~~2017-2018~~ 2019-2020 collective bargaining agreement (hereinafter, "CBA"), which in Article 11 stipulates premium contributions to health insurance.

NOW, THEREFORE, BE IT RESOLVED THAT the parties hereto agree as follows:

1. **\$1,000 Deductible Health Plan:**
 - a. The Employer will contribute 80% towards the family monthly premium.
 - b. The Employer will contribute 95% towards the single monthly premium.
 - c. The employee will pay the remaining balance if applicable.
2. **Additional Employer HSA Contribution:**
 - a. The Employer will contribute to an employee's HSA Account if the Employer's family HDHP insurance coverage is elected as follows: ~~2017 & 2018:~~ 2019 & 2020: \$2137.50
 - b. The Employer will contribute to an employee's HSA Account if the Employer's single HDHP insurance coverage is elected as follows: ~~2017 & 2018:~~ 2019 & 2020: \$1710.00
 - c. This additional Employer contribution amount is pro-rated based on a monthly contribution.
 - d. The Employer agrees to "front-load" the first three months contribution for all employees by January 31st of each year. Thereafter (effective April 1st), the amount will return and remain as a monthly contribution.
3. **Opt-Out Election:** The Employer will provide \$315 per month to employees opting out of health insurance.

IN WITNESS whereof the parties have hereunto set their hands the date and year affixed below.

FOR THE CITY OF BRAINERD

FOR INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS, LOCAL NO.
31

~~James M. Thoreen~~ Cassandra Torstenson, City Administrator

Will Keyes

Date:

Date:

FOR BRAINERD PUBLIC UTILITIES

Todd Wicklund, BPU Finance Director/Secretary

Date:

RESOLUTION

No. :19

BE IT RESOLVED by the Council of the City of Brainerd that the hourly wage of the following City employees who are members of the International Brotherhood of Electrical Workers, Local No. 31 Union (Brainerd Public Utilities), shall be fixed from and after the dates specified, as follows:

	<u>3%</u> <u>1/1/19</u>	<u>3%</u> <u>1/1/20</u>
Lineworker Crew Chief	42.58	43.86
Lineworker	41.38	42.62
Maintenance Electrician	40.21	41.42
Meter Department Crew Chief (C)	38.39	39.54
Meter Tech/Locator (B)	33.23	34.22
Meter Serviceworker (A)	34.05	35.07
Water Plant Chief Operator	34.34	35.37
Water Plant Operator (D)	29.94	30.84
Water Plant Relief Operator (D)	26.20	26.99
Wastewater Crew Chief	35.01	36.06
Wastewater Operator (C)	30.30	31.21
Water Crew Chief	33.44	34.45
Water Foreman	35.04	36.09
Water Serviceworker (C)	30.49	31.40
Maintenance Mechanic	32.09	33.06
Meter Reader (D)	26.05	26.83
Custodian/Groundskeeper/Store Clerk (C)	26.11	26.89
Laborer	22.05	22.71
Accounts Receivable Representative (B)	25.01	25.76
Cashier/Postal Specialist (B)	25.01	25.76
Administrative Assistant (A)	28.81	29.67
Billing Representative (A)	27.12	27.93
Credit/Collection Representative (A)	28.31	29.16
Payables/Payroll Specialist (A)	29.75	30.64
Materials Control (A)	29.89	30.79
Accountant I (A)	30.75	31.67
Engineering Technician (A)	29.11	29.98
Locator/Laborer	25.34	26.10
Lab Tech	30.77	31.69
Senior Engineering Tech/Project Cord.	34.07	35.09
Facility and Grounds Maintenance Worker	26.11	26.89

Adopted this ____ day of March, 2019.

GABE JOHNSON
President of the Council

Approved this ____ day of March, 2019.

EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

PROPOSED REVISED EMPLOYEE POLICY MANUAL LANGUAGE:

SECTION 9. OVERTIME HOURS

Subdivision 1. General

Overtime pay for employees will be in conformance with State and federal law, including Minnesota Statutes, section 177.25 (as amended) and the Federal Fair Labor Standards Act, 29 United States Code, section 201 et seq., ("FLSA") as amended, and all applicable State and federal rules and regulations implementing Section 177.25 and/or the FLSA.

1. For purposes of computing overtime, work weeks shall begin as follows:
 - a. For City of Brainerd employees: 12:00 a.m. on Sunday.
 - b. For Brainerd Public Utilities employees: 12:00 am on Monday
2. Hours worked by non-exempt, non-union employees in excess of forty (40) per week shall be compensated at one and one-half (1 ½) times their hourly wage rate unless a different rate is established by an employment contract.
3. Holiday hours are calculated as time worked in the computation of overtime pay. For the purposes of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
4. No employee may work overtime without the prior approval of his or her Department Head.
5. Exempt, non-union employees shall not be eligible for overtime compensation or compensatory time, except as provided in Subdivision 4 of this Policy.

Subdivision 2. Payment

Department heads are responsible to schedule the work in their departments to minimize overtime. Overtime shall be calculated in 1/4 hour (fifteen minute) increments.

Subdivision 3. Compensatory Time

Upon request, non-exempt, non-union employees will be allowed to take compensatory time off in lieu of receiving overtime compensation. In no event, shall accrued compensatory time off exceed the limitations provided in the FLSA. Once an employee has accrued reached maximum accrual, compensation for additional hours must be paid in cash, rather than accrued as compensatory time off. Compensatory time shall be determined at the rate of one and one-half (1½) hours off for every hour of overtime worked.

The City reserves the right to pay out any compensatory time off in excess of 80 hours, as it deems necessary. Accrued compensatory time off may be used with prior approval from the employee's Department Head, which shall be granted unless use of compensatory time off would unduly disrupt the operations of the City. Upon separation from the City's employment, employees shall be paid for their accrued, but unused compensatory time off in accordance with the FLSA and other applicable law.

Subdivision 4. Overtime for Exempt Employees

Notwithstanding the above, exempt employees may receive overtime compensation to the extent provided in an intergovernmental agreement or other contract between the City and another entity, if the contract requires the other entity to pay the cost of overtime hours.

EXCERPT FROM CURRENT EMPLOYEE POLICY MANUAL

SECTION 9. OVERTIME HOURS

Subdivision 1. Payment

Department heads or supervisory employees are responsible to schedule the work in their departments so as to minimize overtime. All work performed by non-union hourly employees in excess of forty (40) hours per week shall be considered overtime and compensated at one and one-half (1½) times the regular hourly rate. Overtime shall be calculated in 1/4 hour increments, shall be offered as equally as possible within departments and shall receive prior authorization by the Department Head. Holiday hours are calculated as time worked in the computation of overtime pay in a forty (40) hour work week for non-union employees.

Subdivision 2. Compensatory Time

It shall be the normal practice to pay for overtime. However, at the request of an employee, the department head may approve compensatory time in lieu of overtime payment. Compensatory time, however, will not be allowed to accrue to such an extent, that in the judgment of the department head, such accrual could compromise the service responsibilities of the City. In no event, shall accrual be allowed in excess of the limitations set forth in the Fair Labor Standards Act as amended. Compensatory time shall be determined at the rate of one and one-half (1½) hours off for every hour of overtime worked.

Subdivision 3. Executive, Administrative & Professional Personnel

Executive, Administrative and Professional employees, as defined by the rules and regulations of the Minnesota Department of Labor and Industry, (defined in the City of Brainerd as City Administrator, department heads and non-union supervisors) are exempt from minimum wage and overtime provisions and are, therefore, not eligible for overtime pay or compensatory time accrual for hours worked in excess of the normal 8 hour work day and forty (40) hour work week. However, it is recognized that the nature of local government and its many functions requires the devotion of a great deal of time in excess of normal work hours. To that end, and since payment for such excess work hours is not allowed, employees covered by this subdivision may be allowed to maintain limited flexibility in their work schedule from the normal work day to the extent that job performance and service responsibilities of the City to the public remains satisfactory and at the approval of the employee's supervisor.



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Springsted Incorporated
380 Jackson Street, Suite 300
St. Paul, MN 55101-3002

Tel: 651.223.3000
Fax: 651.223.3002
www.springsted.com

March 8, 2019

City of Brainerd, MN
chillman@ci.brainerd.mn.us

Re: Consent to Assign the following for Springsted Incorporated:
Agreement for Municipal Advisor Services, dated 6/2/2015

On January 10, 2019, Springsted Incorporated ("Springsted") announced its intention to combine with Baker Tilly Virchow Krause, LLP (Chicago, Illinois), a financial services and accounting firm. Following the closing, the combined firm will operate its public sector advisory business under the name Baker Tilly Municipal Advisors, LLC ("Baker Tilly"). This combination will allow us to broaden and enhance the services we provide you. All Springsted personnel have been invited to join Baker Tilly and, after the closing, we look forward to continuing to serve you through Baker Tilly.

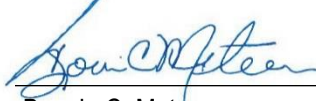
To assist in the combination and enable continued service to you, we are requesting that you consent to the assignment of your above-referenced contract with Springsted, including any addendums and post-issuance authorizations, to Baker Tilly (the "Assignment"). By executing the Consent to Assignment enclosed with this letter, you hereby consent to the Assignment effective as of the closing of our transaction with Baker Tilly, scheduled to occur on or about April 1, 2019. Until the transaction is complete and the Assignment is effective, we will continue to advise you as Springsted.

Please return a signed copy of the enclosed Consent to Assignment to me by email at assignment@springsted.com no later than March 22, 2019.

Should you have any questions about the foregoing, please feel free to call me or your Springsted representative. Our general number is (651) 223-3000. My personal contact information is: Bonnie Matson, bmatson@springsted.com, (651) 223-3014. We appreciate the opportunity to continue to work with you in the future.

Sincerely,

SPRINGSTED INCORPORATED

 Principal
Bonnie C. Matson

Enclosure

ADDENDUM

Consent to Assignment

Agreement for Municipal Advisor Services, dated 6/2/2015

The undersigned consents to the assignment of the above-referenced contract by and between Springsted Incorporated, or its wholly owned subsidiary doing business as Springsted Water or Springsted Human Capital Advisors, and City of Brainerd, MN, including any addendums and post-issuance authorizations, to Baker Tilly Municipal Advisors, LLC upon the effective date of the combination of Springsted Incorporated and Baker Tilly Virchow Krause, LLP:

City of Brainerd, MN

By: _____

Name: _____ (print)

Title: _____ (print)

Date: _____, 2019

Optional Second Signature, if required

By: _____

Name: _____ (print)

Title: _____ (print)

Date: _____, 2019



Brainerd City Council Agenda Request

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Brainerd City Council Agenda Request

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MEMO



TO: Mayor & Council

FROM: Cassandra Torstenson, City Administrator
Connie Hillman, Finance Director

DATE: March 13, 2019

RE: Proposed Ordinance No. 1492

Liquor licenses renew July 1st. We need to have the ordinance establishing the fees in place by the middle of April to send out the renewal packets.

On-Sale License Fee:

The City can issue twelve on-sale liquor licenses per state statute. Bowling centers, hotels, clubs and restaurants are excluded from the state maximum number of licenses allowed to be issued. The City has twelve on-sale liquor licenses issued for 7/1/18-6/30/19:

1. O'Neary's
2. Pit Stop
3. Shep's on 6th
4. Yesterday's Gone
5. The Local 218
6. Last Turn
7. 612 Station
8. SE'Z
9. The Parlor
10. Senor Patron
11. Sage on Laurel
12. 9th Street Social Club

Staff believes six out of the twelve would qualify as a restaurant per the qualifications established in Ordinance 1483 - can serve more than 30 guests at one time and have a category 3 food license.

For the same license period of 7/1/18-6/30/19, the City also has one bowling center, no hotels, and four club on-sale licenses.

The table below captures, the historical, initial proposal, Council's recommendation, and two additional optional fee structures:

	Current	Initial Proposal	Council Proposal	Alternative (a)	Alternative (b)
Class 1	\$3,000	\$5,000	\$3,300	\$3,500	\$4,000
Class 2	\$3,000	\$2,000	\$2,700	\$2,500	\$2,000
Class 3	\$3,000	\$2,000	\$3,000	\$3,000	\$3,000

Both the Council's proposal and the 2 alternatives keep the revenue as budgeted for 2019 assuming the six entities that are eligible to be a restaurant choose a class 2 license at renewal. There are many combinations that can be established. The goal of having the three different classes was to provide an incentive for more entities to be restaurants rather than bars.

Club On-Sale License Fee:

Currently the on-sale license fee for clubs is set at \$500 per year. As explained at the last council meeting, we noticed that several other cities had a fee for clubs based upon membership that were all the same. MN Statute 340A.408 Subd. 2(b) states: The annual license fee for an on-sale intoxicating liquor license issued by a municipality to a club **must be no** greater than:

- (1) \$300 for a club with 200 members;
- (2) \$500 for a club with 201 and 500 members; and so on as listed in the proposed ordinance.

Staff does not know the memberships of our clubs, however by keeping the fee at \$500 we could be violating statute if a club has 200 members or less. If we change the application and if they mark the box for being a Club, they would need to list their number of members and they would be charged accordingly, it would be "on the honor" system.

Other Fees:

There were a couple other fees that need to have council direction. They are:

- Food Truck License
- Decks

Please feel free to contact us if you have any questions.

/clh

ORDINANCE
No. 1492

AN ORDINANCE AMENDING BRAINERD CITY CODE SECTION 1010 LICENSE FEES, SECTION 1015 PERMIT PROCEDURES AND FEES, SECTION 425 RENTAL HOUSING MAINTENANCE CODE, SECTION 421 UNIFORM FIRE CODE AND OTHER FEES

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 1010.01 Fees Set. Shall be amended as follows:

Subdivision 2. Amusement and Entertainments.

<u>Type of License</u>	<u>Section Requiring License</u>	<u>Current Fee</u>	<u>Recommended Fee</u>
Bowling	1100	\$20 per alley	Remove-obsolete
Pool Tables	1100	\$25	Remove-obsolete

Subdivision 3. Building, Planning and Zoning.

<u>Type of License</u>	<u>Section Requiring License</u>	<u>Current Fee</u>	<u>Recommended Fee</u>
Food Trucks	515-66	\$500 annual	Needs discussion

Subdivision 5. Liquor and Cigarettes.

<u>Type of License</u>	<u>Section Requiring License</u>	<u>Current Fee</u>	<u>Recommended Fee</u>
On-Sale Liquor Bars, Pubs, Taverns	1200	\$3,000	\$5,000
On-Sale Liquor Restaurants	1200	\$3,000	\$2,000
On-Sale Liquor Bowling Centers, Hotels	1200	\$3,000	\$2,000
Sunday On-Sale Liquor	1200	\$100	\$150
On-Sale Liquor Club Membership (Based on MN Statute 340A.408 Subd.2)	1200	\$500	\$300; 200 or less \$500; 201-500 \$650; 501-1,000 \$800; 1,001-2,000 \$1,000; 2,001-4,000 \$2,000; 4,001-6,000 \$3,000; 6,000 or more

Subdivision 7. Miscellaneous. To Be Added

<u>Type of License</u>	<u>Section Requiring License</u>	<u>Current Fee</u>	<u>Recommended Fee</u>
Assessment Search Fee	Police Adopted July 1995	\$5	\$10
NSF Check Fee	-	\$9	\$20
E99 Addressing Fee	Adopted in 2010	\$50	\$75 (sign \$25 + 1 hour staff time)

Subdivision 8. Fire Sprinkler System Installation and Remodeling

<u>Type of License</u>	<u>Section Requiring License</u>	<u>Current Fee</u>	<u>Recommended Fee</u>
New Construction	1010.01	\$25 + \$1 for each sprinkler head	\$100 + \$1 for each sprinkler head

SECTION TWO: That Section 1015 – Permit Procedures and Fees be amended as follows:

<u>Type of License</u>	<u>Section Requiring License</u>	<u>Current Fee</u>	<u>Recommended Fee</u>
Decks	1015.11	Based on Valuation	Discuss a Set Fee
Mobile Home Installation	1015.13	\$150 + \$1 State Surcharge	\$250
Street Vacation	1015.13	\$50	\$150 (recording fee is \$46 + 2 hours staff time)
Digital Mapping	1015.13	\$25 per acre - \$200 minimum	Remove-obsolete

SECTION THREE: That Section 425 – Rental Housing Maintenance Code

<u>Type of License</u>	<u>Section Requiring License</u>	<u>Current Fee</u>	<u>Recommended Fee</u>
Rental License Fee	425.1880	\$32 per unit	Referred to the Rental Housing Review Committee
Rental License Re-Instatement Fee	425-1945	\$15 per unit	\$32 per unit

SECTION FOUR: That Section 421 – Uniform Fire Code be amended as follows:

<u>Type of License</u>	<u>Section Requiring License</u>	<u>Current Fee</u>	<u>Recommended Fee</u>
Fire Extinguisher Training	421	\$5 per person up to \$100	\$5 per person up to \$250
Natural Gas Hits (if proper procedures are not followed)	421	\$100	\$175 per hour – Billed in full hours
Emergency Services per Accident per Vehicle Rescue	421	\$200	\$0
Extrication per Vehicle per Incident	421	\$500	\$0
Training Room Rental 4 hours or less	421	\$35	\$75

Training Room Rental 4-8 hours	421	\$60	\$125
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Miscellaneous Fees to be Added to Section 1010.01 Fees Set Subdivision 7. Miscellaneous

<u>Type of License</u>	<u>Section Requiring License</u>	<u>Current Fee</u>	<u>Recommended Fee</u>
Assessment Search Fee	Policy adopted July 1995	\$5	\$10
NSF Check Fee	-	\$9	\$20
E911 Addressing Fee	Adopted in 2010	\$50	\$75 (Sign \$25 + 1 hr staff time)

SECTION FIVE: All other provisions of Sections 1010.01, 1015, 425, and 421 shall remain in full force and effect.

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

Adopted this ____ day of ____, 2019

GABE JOHNSON
President of the Council

Approved this ____ day of ____, 2019

EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

Published: One time, ____, 2019



Brainerd City Council Agenda Request

Requested Meeting Date:

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NOTICE OF ANNUAL STORMWATER PUBLIC MEETING

NOTICE is hereby given that the City Council of the City of Brainerd will hold the Annual Stormwater Public Meeting in the Council Chambers of the City Hall, 501 Laurel Street, Brainerd, Minnesota 56401 at 7:30 p.m. on Monday, March 18, 2019. Any person wishing to express an opinion on the matters to be considered will be heard orally or in writing.

Dated this 19th day of February 2019


CASSANDRA TORSTENSON
City Administrator
City of Brainerd, Minnesota

Publish Brainerd Dispatch March 1, 2019 (once)

March 18, 2019



2018 ANNUAL STORM WATER MEETING

1

PURPOSE OF THE MEETING



- To educate the public on the importance of storm water management
- Give an overview of the City of Brainerd's storm sewer system
- To give an update on the status of compliance with the Municipal Separate Storm Sewer System (MS4) Permit conditions
- Allow the public to comment on the SWPPP (Stormwater Pollution Prevention Plan) or implementation procedures

March 18, 2019



2018 ANNUAL STORM WATER MEETING

2

MS4 (MUNICIPAL SEPARATE STORM SEWER SYSTEM) MS4 PERMIT



- Issued Every 5 years by MPCA (Minnesota Pollution Control Agency) to City's/Townships with over 5,000 population.
- Permit regulates the discharge of stormwater into waters of the state.
- Requires that the permittee implement a SWPPP (stormwater pollution prevention plan).
- Requires that the permittee implement minimum control measures and standard operating procedures to reduce stormwater pollutants entering the MS4.

March 18, 2019



STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

- **City developed a SWPPP to address six minimum control measures set by MPCA**
 - Public Education & Outreach
 - Public Participation & Involvement
 - Illicit Discharge Detection & Elimination
 - Construction Site Runoff Controls
 - Post-Construction Storm Water Management
 - Pollution Prevention/Good Housekeeping
- **Goal of the SWPPP is to create Best Management Practices (BMP's) which will reduce or eliminate sediment and other pollutants from our lakes, rivers, and wetlands**
- **City of Brainerd's SWPPP contains 44 BMP's**

March 18, 2019



2018 ANNUAL STORM WATER MEETING

4

STORM SEWER SYSTEM OVERVIEW

- **Total Pipe in System**

- 301,300 LF (57 Miles) – Ranging in Size from 8” to 60”
- Most is Reinforced Concrete Pipe

- **Structures**

- 2,528 Catch Basin Structures
- 578 Storm Manholes

- **Outfalls**

- 84 Storm Sewer Outfalls (generally to Mississippi River, Little Buffalo Creek, or lowlands)

- **Other Stormwater Structures**

- 43 Wet Detention Ponds - Used for treatment of stormwater before discharge
- 32 Private Infiltration or Detention Ponds - Required per Section 725 City Code
- 19 Rain Gardens – Used for sediment/phosphorus removal from run-off



March 18, 2019

STORM SEWER FUND

- Upgrades to City of Brainerd storm sewer system are made through the Storm Sewer Fund
- Residential Properties are all charged 1 REU
- 1 Residential Equivalency Unit (REU)= \$3.30 (2019)
- Commercial/Industrial Properties Fees are based on 1 REU per 1/12 Acre of Impervious surface, or 12 REU's per Acre.
- Total Current REU's:
3,637 Residential
4,979 Commercial/Industrial
- Rate study currently ongoing to determine adequate rates to fund storm sewer rehabs and replacements

March 18, 2019



MS4 ACCOMPLISHMENTS THAT HAVE BEEN COMPLETED IN THE LAST YEAR

- **Inspected 45 outfalls** – Required to inspect 20% of total/year
- **Inspected 20 ponds** – Required to inspect 20% of total/year
- **Inspected 9 Stockpiles** – Required to inspect 4 times/year
 - 4x each
- **Inspected 19 Rain Gardens** – Required to inspect 4 times/year
 - 4x each
- **Performed Maintenance as needed**



March 18, 2019



2018 ANNUAL STORM WATER MEETING

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MS4 ACCOMPLISHMENTS THAT HAVE BEEN COMPLETED IN THE LAST YEAR

- Conducted 83 formal erosion and sediment control site inspections on construction sites (done as part of building permit inspections)
- Cleaned 90,526 LF of sanitary sewer
- Swept 954 CY of material from streets (Spring/Fall)

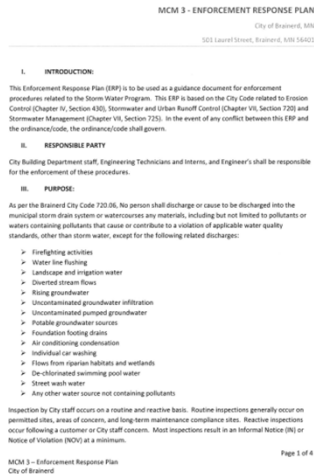


March 18, 2019



MS4 ACCOMPLISHMENTS THAT HAVE BEEN COMPLETED IN THE LAST YEAR

- Implementation of updated Section 430 and 725 of Brainerd City Code to reflect changes in the new MS4 Permit
- Implementation of Standard Operating Procedures for Minimum Control Measures as Outlines in the permit pertaining to:
 - Construction Site Erosion and Sediment Control
 - Spill Response
 - Illicit Discharge Detection and Elimination
 - Pollution Prevention and Good Housekeeping for Municipal Operations
- These are all posted on the website.
- <http://www.ci.brainerd.mn.us/183/Stormwater>



March 18, 2019



NOTABLE TASKS COMPLETED FOR MS4 COMPLIANCE



- Salt storage issue at the City Street Department Facility has been addressed as a new Salt/Sand Shed was constructed during the summer of 2018.

March 18, 2019



NOTABLE TASKS COMPLETED FOR MS4 COMPLIANCE



March 18, 2019

2018 ANNUAL STORM WATER MEETING

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MS4 ITEMS FOR NEXT YEAR

- Create maintenance schedules for permanent stormwater BMP's (ponds, rain gardens, outfalls)
- Perform yearly inspections of storm ponds, outfalls, rain gardens, and stockpile/material handling areas.



March 18, 2019



2018 ANNUAL STORM WATER MEETING

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MS4 ITEMS FOR NEXT YEAR

- **Work with field staff in detection and reporting of Illicit Discharges into the MS4**
 - Engineering
 - Street & Sewer
 - Parks Department
 - Police Department
 - Fire Department
 - Brainerd Public Utilities
 - Water
 - Wastewater
 - Electric
 - Develop Materials and Schedule
- **Train staff on new Standard Operating Procedures pertaining to Good Housekeeping Practices for Municipal Operations and Illicit Discharge Detection and Reporting**

March 18, 2019



MS4 ITEMS FOR NEXT YEAR

- **Learn and implement any changes in MS4 requirements when permit re-issue is released**
- Permit is on 5-year cycle
- New issuance of MS4 General Permit is expected to be released during the summer of 2018
- Part 1 of the application is completed and approved by the MPCA: includes application fee
- Part 2 of the application includes more details including BMPs and stormwater management goals

March 18, 2019



TASKS FOR NEW MS4 PERMIT

- Distribute handouts/brochures

GENERAL OPERATIONS

DEWATERING
Any dewatering that must be done must meet basic requirements. No turbid or sediment laden water may be discharged off site. All water must be treated using appropriate BMP's. Discharges should be directed into temporary or permanent basins when possible. Other treatment methods include using flocculation products, sedimentation bags or discharging to an area where the water can infiltrate into the ground.

STOCKPILE PROTECTION
All stock piles should be located in areas away from drainage areas. Soil stockpiles should be protected from sediment runoff with perimeter control such as silt fence. All stock piles should be seeded within a week if they are not being actively worked to prevent soil loss.

ROCK ENTRANCES
All construction sites should have a rock entrance constructed where vehicles access the site. The entrance should be constructed of rock or gravel and maintained if sediment accumulates.

STREET SWEEPING
Sediment tracked onto streets from vehicles or from erosion should be removed within 24 hours of discovery. The street should be swept with a pickup broom or other method.

SEDIMENT REMOVAL
Any sediment that is lost of site into the right of way or an adjacent lot must be removed in a timely manner. Sediment caught in silt fence, ditch checks, inlet protection, and in sedimentation ponds must also be removed when it accumulates. All sediment from any permanent stormwater pond must be removed before the project is completed.

By preventing erosion from occurring in the first place, the costly process of removing sediment can be prevented.

ONLY RAIN DOWN THE DRAIN



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stormwater@ci.brainerd.mn.us

City of Brainerd



STORM WATER POLLUTION PREVENTION



EROSION AND SEDIMENT CONTROL

Storm Water Information
www.ci.brainerd.mn.us
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Source: MPCA Stormwater Construction Inspection Guide

March 18, 2019

2018 ANNUAL STORM WATER MEETING



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GENERAL OPERATIONS

DEWATERING

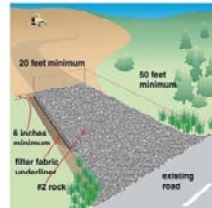
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Source: MPCA Stormwater Construction Inspection Guide

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City of Brainerd



STORM WATER POLLUTION PREVENTION



EROSION AND SEDIMENT CONTROL

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EROSION & SEDIMENT CONTROL (ESC)

Erosion and sediment control is necessary to protect water resources, storm sewer systems and adjacent properties. The City of Brainerd is committed educating the public on controlling erosion and keeping sediment on construction projects. This brochure is intended to give information on the erosion and sediment control practices required on construction sites to land owners and contractors who are involved in site grading and erosion control.

The following is a sample of some BMP ideas that can be used during construction to prevent erosion and control sediment. Additional information and BMP's can be found in the MPCA Storm Water Manual located on the MPCA website. For more specific requirements on erosion and sediment control in the City of Brainerd go to the City of Brainerd's website at www.ci.brainerd.mn.us.

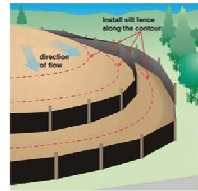
SEDIMENT CONTROL

All sediment control devices should be installed prior to land disturbing activities.

PERIMETER CONTROL

Perimeter control devices should be installed around the entire perimeter of the site where water may flow off site.

Silt fence is the primary BMP used to keep sediment on site. In order for it to work as designed it must be installed properly.



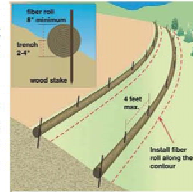
Source: MPCA Stormwater Construction Inspection Guide

Biorolls or wattles made of straw or other materials are another form of perimeter control. These work best when they are installed by sidewalks and have little flow going to them as they do not have the sediment capacity of silt fence.

Hay bales are another form of perimeter control that works well in protecting wetlands. Placing the bales along the edge of a wetland can create less impact during

installation and works as a filter to prevent sediment from running into the wetland.

All perimeter controls should be maintained by removing sediment or replacing the device when it is broken.

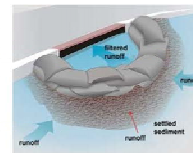


Source: MPCA Stormwater Construction Inspection Guide

INLET PROTECTION

Any storm sewer inlet that water from the construction site may enter must be protected from sediment during all phases of construction. The following are a couple examples of types of inlet protection that may be used:

All inlet protection devices used must have an emergency overflow to prevent flooding of the road. All devices must not create a hazard to vehicles. All devices must be maintained by removing sediment and debris when conditions warrant.



Source: MPCA Stormwater Construction Inspection Guide

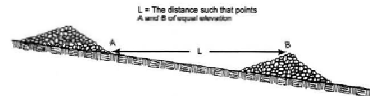
SEDIMENT TRAPS & BASINS

Sediment traps and basins are another way to capture sediment. Temporary sediment basins should be installed in areas where more than 10 acres of disturbed soils drain to one area.

EROSION CONTROL

DITCH CHECKS

Ditch checks are used to slow channelized flow in ditches and helps prevent erosion. Ditch checks include silt fence, biorolls or wattles, geotextiles triangular dikes or rock checks.



Source: MPCA

Silt fence should only be used in very flat ditches or where flow will be minimal so water can flow through the silt fence and not around or over which could cause erosion.

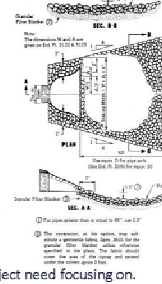
For the other types of ditch checks, they should be constructed such that the bottoms of the outer edges are higher than the top of the center of the ditch check. This forces water over the center of the dike rather than around the dike, which could cause erosion.

RIPRAP

Rip rap or some other energy dissipation device must be installed on outlets within 24 hrs of connection.

MULCH

Mulch is an excellent way of helping stabilizing a slope or disturbed area. Temporarily mulch is ideal to use in areas where work has stopped temporarily and is not ready for seeding. This is often needed due to weather or when different areas of the project need focusing on.



EROSION CONTROL BLANKETS

Erosion control blankets are an excellent way to stabilize a slope temporarily or permanently. They are ideal for lining ditch bottoms and areas that see concentrated flows. They also work well on steep grades where seed and mulch would blow or wash away. The appropriate category of erosion control blanket should be used depending on the need of the area that is going to be stabilized.

FINAL STABILIZATION

SEEDING

all disturbed areas not being actively worked must be stabilized within a certain time period depending on the slope of the ground. The following table shows the times in which stabilization must take place:

Type of Slope	Time	Maximum time an area can remain open when
Steeper than 3:1	7 days	the area is not actively being worked.
10:1 to 3:1	14 days	
Flatter than 10:1	21 days	



AUTOMOTIVE CARE

Our vehicles can be a major contributor to water pollution. Any grease, oil or other fluids that leak from our cars falls on impervious surfaces such as streets and driveways. When it rains, these harmful pollutants are picked up by the rainwater and transported to the storm sewer system where they are discharged into our lakes and rivers. Follow these simple steps to prevent storm water pollution:



- Keep your car in running in good condition. The less oil and fluids that leak from you care, the less pollutants end up in our waters.
- Properly clean up fluids from any leaks you find.
- Don't dump fluids such as oils, gasoline and coolants into the storm sewer system. Dispose of them properly at approved sites.
- One oil drop off site located in the City is behind the Brainerd Fire Hall located at 23 Laurel Street.

Washing your car and degreasing automobile parts at home can also send detergents, oils and fluids down the storm sewer system. These pollutants can be prevented from entering our waters by doing the following:

- Use commercial car washes as the water used at these businesses goes into the sanitary sewer where it is treated.
- Wash your vehicle on pervious services such as lawns where the water infiltrates into the ground instead of going into the storm sewer.

PET WASTE

Pet waste contains high amounts of harmful bacteria and nutrients that if left on the ground will wash down our storm sewer system and pollute our lakes, rivers and wetlands. Pet waste is one source of stormwater pollution that can easily be prevented. Brainerd City ordinances require all owners to pick up after their pets when they are walking them. Simply pick up and dispose of your pets waste properly. By doing so you will be helping to keep our City clean and improve our water quality that is so important to us all.



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STORM WATER POLLUTION PREVENTION



HOMEOWNER/BUSINESS FACTSHEET

Stormwater Information

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WHAT IS STORMWATER?

Any precipitation or snow melt that does not get absorbed into the soil but flows over the ground is stormwater runoff. Impervious surfaces such as driveways, sidewalk, and streets increase the amount of runoff by preventing stormwater from naturally soaking into the ground.



WHAT IS STORMWATER POLLUTION?

Minnesota's lakes, rivers, forests and farms all depend on the replenishing waters of annual precipitation. However, when rain falls on land and impervious areas such as paved streets, parking lots and building rooftops it can wash away soil and sediment and pick up oils, fluids and other debris that lead to pollution of our lakes and rivers. This can change both water quality and quantity affecting our water resources physically, chemically and biologically. Polluted stormwater runoff can severely damage our water quality and can have adverse effects on lakes, rivers, wildlife, vegetation and humans as well.



The following is a list of pollutants that are found in stormwater and the negative affects they can have:

- Household hazardous wastes like pesticides, paints, solvents, cleaners, motor oil and other automotive fluids can poison aquatic life and pollute drinking water.
- Sediment from disturbed areas can transport pollutants into our lakes and rivers. Naturally occurring phosphorus found in soils is a nutrient pollutant. Sediment can destroy aquatic habitats by clouding up water making it difficult for plants to grow. It can also cause lakes to fill in causing them age faster.
- Excess nutrients can cause algae blooms. Algae remove oxygen from the water when it dies and decomposes. Fish and other organisms need this oxygen to live or they can't exist.
- Debris such as bottles, bags, and cigarette butts can choke, suffocate or disable wildlife such as ducks, fish, turtles or birds.
- Bacteria and other pathogens in pet waste can wash into swimming areas and create health risks.

STORMWATER POLLUTION SOLUTIONS

Many activities you do every day at home can affect water quality. Everyday items such as lawn mowing, washing your car or walking your dog can have impacts on storm water quality. Through the following simple measures you can help protect our valuable water resources.

LANDSCAPING

Erosion and sediment from individual lots can lead to storm water pollution. Although individual lots may be small, the total amount of lots in a subdivision can lead to a significant amount of sediment and debris being carried into our storm sewer systems. To help prevent sediment and debris from being deposited in our rivers and lakes you can do the following:

- Do not place soil, mulch or other materials on impervious surfaces such as sidewalks and driveways.
- Cover or protect stockpiles with perimeter control devices to prevent material from being washed into the storm sewer.
- Sweep up any sediment deposited on impervious surfaces.
- Seed all disturbed areas as soon as possible.

LAWN CARE

Improper lawn care can also lead to pollution of our lakes and rivers. Excess fertilizers applied to lawns and gardens can wash off during rain events and end up in our lakes and rivers. Yard clippings and leaves disposed of improperly can also end up in our storm sewer system clogging the storm sewer and contributing excess nutrients and organic matter into our lakes and rivers. To help prevent these problems you can do the following:

- Don't over water your lawn.
- Used phosphorus free fertilizer as this is required by City ordinance.
- Use only fertilizers and pesticides in recommended amounts. Sweep excess fertilizer from streets and sidewalks.
- Use organic mulch whenever possible.
- Compost or mulch yard waste.
- Sweep leaves, grass and other debris into the trash or compost piles. This will keep our streets and storm clean which leads to cleaner rivers and lakes.



HOUSEHOLD WASTES (HHW)

Many products that we use at home such as paints, cleaners, garden chemicals, automotive products and aerosol cans contain hazardous substances. When these products are no longer useful, they become household hazardous waste (HHW). Most commonly used household products can be hazardous to the environment, as well as people, pets and wildlife if they are disposed of improperly.

- Minimize your use of household hazardous wastes.
- Always use and store the products according to the manufacturer's instructions
- Keep chemicals in the original container or properly label them.
- The Crow Wing County Landfill collects most types of household hazardous wastes. Collections are done on the 2nd Wednesday and 2nd Saturday of each month from April through October. For more information about HHW in general, call (218) 824-1290.



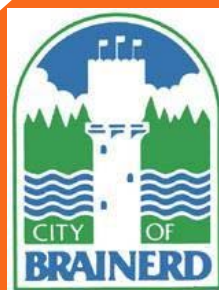
SNOW AND ICE REMOVAL

Winter deicing practices can have major impacts on water quality. Salt and sand are major water pollutants that are difficult to remove once in the water. The next time you are faced with icy sidewalks, consider your options and help keep our waters clean and safe for us to enjoy when it finally warms up.

- Always shovel or plow first.
- Use the minimal amount of salt or sand that is needed.
- Sweep up spills and leftover sand before it washes away and reuse it later.
- Pavement temperature, not air temperature, determines when salts melt ice. Follow the manufactures instructions on the bag.
- Sand does not melt ice; it only provides temporary traction on slippery surfaces when it is too cold for salt to work. Do not mix sand and salt; they actually work against each other.



QUESTIONS OR COMMENTS?



March 18, 2019

2018 ANNUAL STORM WATER MEETING

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