CITY COUNCIL AGENDA

Brainerd, Minnesota
April 1, 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 18, 2019

      Documents:

      20190318_CC draft.pdf

   B. **Approval Of Licenses**

      Contractor Licenses - 1 New; 4 - Renewals

      Documents:

      CONTRACTOR LICENSE REPORT - 2019-04-01.pdf

   C. **Department Activity Reports**

      1. Fire Chief
      2. Parks Director

      Documents:

      Fire Chief Report.pdf
      Park Director Report.pdf

   D. **Minnesota Lawful Gambling Application To Conduct Excluded Bingo - Submitted By Lumberjacks And Jills Club, 324 Washington St. NE, Brainerd. Bingo Events To Be Held At The Brainerd**

American Legion Post 255, 708 Front St., Brainerd On April 10, 2019 And November 13, 2019

E. **Temporary Beer License Application - Submitted By Brainerd Eagles Club #287, 124 Front St., For An Event To Be Held April 27, 2019 At Memorial Park, 1700 Mill Ave. - Contingent Upon Police Chief Approval**

F. **Transit Young Children Rider Policy Revision**

Documents:

Young Children Rider Policy Addition.pdf

6. **Presentations**

A. **Camp Ripley Annual Update**

1. 2019 Camp Ripley Community Brief

Documents:

2019 Community Brief.pdf

7. **Council Committee Reports**

A. **Safety And Public Works Committee -7:15 PM**

Documents:

20190401_SPW.pdf

1. Transit Service Window Reduction

Documents:

Transit Service Window Reduction.pdf

2. Resolution - Receiving Feasibility Report And Calling For Public Hearing On Improvement - Improvement 16-09 And 19-07

Documents:

Improvement 16-09 and 19-07 - Receive Report and Call PH.pdf

3. Resolution - Consolidating Certain Improvement Projects

Documents:

Resolution - Combining Certain Improvement Projects.pdf

B. **Personnel And Finance Committee - 7:00 P.M.**

Documents:

20190401_PF.pdf

1. Approval Of Bills
2. Fire Department Purchase Of New Aerial Apparatus

   Documents:

   FD Purchase of New Aerial Apparatus.pdf

3. Union Contract Settlements

   Documents:

   Union Contract Settlements 4_1_19.pdf

   a. Union Contract Settlement

      Documents:

      Union Contract Settlement.pdf

4. City-Wide Cleanup Discussion

   Documents:

   City-wide Cleanup.pdf

8. **Unfinished Business**

A. **Final 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**

a. Hold Public Hearing
b. Consider Testimony and Alternatives
c. Hold Final Reading of Ordinance (Voice Vote)
d. Adopt Ordinance (Roll Call)

Documents:

Final Reading - Ord 1492.pdf

B. **Committee Recommendations - Recommended By Mayor Menk**

- Transportation Advisory Committee (TAC) Robert Owens
- Rental Dwelling Board of Appeals - Erica Bjelland
  - General Public Representative
- Rental Dwelling Board of Appeals - Shannon Fortune
  - Residential Rental Housing Advocate Representative

Documents:

Owens, Robert.pdf
Bjelland, Erica.pdf
Fortune, Shannon.pdf

C. **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 2020)

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

Planning Commission - 2 terms (Expire 2021)

9. **New Business**

A. **Public Hearing And Resolution - Request To Vacate A Portion Of 16th Street SE From Oak Street To Norwood Street**
   a. Hold Public Hearing
   b. Consider Testimony and Alternatives
   c. Adopt Resolution (Roll Call)

Documents:

PH and Res - Request for Street Vacation - 16th Street SE between Oak Street and Norwood Street.pdf

B. **Public Hearing And Resolution - Request To Vacate A Portion Of Pine Street Between S 5th Street And S 6th Street**
   a. Hold Public Hearing
   b. Consider Testimony and Alternatives
   c. Adopt Resolution (Roll Call)

Documents:

PH and Res - Request for Street Vacation - Pine Street between S 5th Street and S 6th Street.pdf

C. **Public Hearing And Resolution - Request To Vacate The Westerly 2/3 Of The East/West Alley Between Oak Street And Norwood Street Between 16th Street SE And 17th Street SE**
   a. Hold Public Hearing
   b. Consider Testimony and Alternatives

c. Adopt Resolution (Roll Call)

Documents:

PH and Res - Request for Alley Vacation - Alley between Oak and Norwood from 16th Street SE to 17th Street SE - West Two-Thirds.pdf

10. **Planning Commission**

A. **Six Month Waiting Period Waiver - 214 2nd Ave NE Variance**

Documents:

Six Month Waiting Period Waiver - 214 2nd Ave NE.pdf

B. **First Reading - Proposed Ordinance No. 1493 - An Ordinance To Rezone Property At 940 And 944 - 28th Street SE And Unaddressed Property On 28th Street From R-1 To R-2**

940 and 944 - 28th Street - PIN 09143000005E009
Unaddressed Property - PIN 09143000005H009

- Rezoning requested from an R-1 Single Family Residential District to an R-2 Medium Density Residential District

Documents:

Rezoning Request 940 and 944 28th St.pdf

C. **First Reading - Proposed Ordinance No. 1494 - An Ordinance To Rezone Property At 1601 And 1609 Oak Street And Neighboring Parcels From B-2 To An R-2**

1601 Oak St. - PIN 09181016007B009
Neighboring Parcel - PIN 09181016008B009
1609 Oak St. - PIN 09181016009Z009
Neighboring Parcel - PIN 09181016008A009

- Rezoning requested from a B-2 Neighborhood Business District to an R-2 Medium Density Residential District

Documents:

Rezoning Requested 1601 and 1609 Oak St.pdf

D. **Conditional Use Permit Request - Laine Larson, Superintendent Of ISD#181 On Behalf Of Brainerd Public Schools**

Documents:

Harrison Elementary CUP Application.pdf

11. **Public Forum**
    Time allocated for citizens to bring matters not on the agenda to the attention of the Council - Time limits may be imposed

12. **Staff Reports**

    (Verbal: Any Updates since Packet)

13. **Council Member Reports**

14. **Closed Session Pursuant Minnesota Statute 13D.05 Subd. 3(C)(3) To Develop Or Consider Offers Or Counteroffers For The Purchase Or Sale Of Property At 1006 Washington Street**

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

16. **Adjourn**

Note: Safety and Public Works Committee will meet at 7:15 p.m.
Personnel and Finance Committee will meet at 7:00 p.m.

ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307
Visit the City's Website (ci.brainerd.mn.us)

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

Brainerd, MN
March 18, 2019

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

Upon roll call, the following members were noted as present: Bevans, Badeaux, Hilgart, Lambert, Stunek, Pritschet and Johnson. 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 LAMBERT, DULY CARRIED, TO APPROVE THE AGENDA.

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

A. Approval of the Minutes of the Regular Meeting held on March 4, 2019 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 3 – Renewals

C. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

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 - Approved

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 – Adopted by Resolution 18:19

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 - Approved

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 Approval and Background Check - Approved

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

Presentations

The Chair welcomed Mr. Steve Wright, director of Brainerd Lakes Regional Airport who thanked the Council for the opportunity to present the 2018 Annual Report. Mr. Wright explained strategic, financial and operating highlights as well as enplanement information and the monthly fuel reports. The airport reported a record-breaking year in 2018 by flying nearly 21,000 passengers out of the Brainerd Lakes Area. The new General Aviation Arrival/Departures facility is scheduled for occupancy in April 2019. The 20-year Airport Master Plan currently focuses on relocating ARFF (Airport Rescue and Firefighting Facility) and the SRE (snow removal equipment) buildings to the intersection of the runways. Mr. Wright answered questions and the Council thanked him for the presentation.

Council Committee Reports

Safety and Public Works Committee Report

Police Department Request for Rental License Action - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO APPROVE RECOMMENDING THE CITY HOUSING INSPECTOR INITIATE ACTION TO REVOKE OR SUSPEND THE RENTAL PROPERTY LICENSE ISSUED FOR 702 SOUTH 9TH STREET PURSUANT TO CITY ORDINANCE 425.1940 AND DIRECT THE COMMUNITY DEVELOPMENT DIRECTOR TO WORK WITH THE CITY ATTORNEY REGARDING THE NOTIFICATION AND RELATED PROCESSES OF THIS LICENSE ACTION.

Buffalo Hills Lane and Mississippi Drive Assessments - Approved

City Engineer Sandy explained the report from Nagell Appraisal and Consulting outlined six groupings of properties in which there are general benefits. He stated that staff redevised an assessment method to fit the groupings. A base assessment rate was calculated based upon direct or indirect access to Buffalo Hills Lane. The direct access property would receive an initial assessment of $4,000 and an indirect property would receive an initial assessment of $1,500. From there, staff looked at three multipliers based upon the following 1) If the parcel has a home or if it is vacant 2) If the lot has rear or side yard access 3) If there are multiple points of ingress and egress. The total amount to be assessed comes out the same; it is just redistributed differently.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE ASSESSMENT METHODOLOGY AS OUTLINED IN THE MEMO FROM STAFF AND CONSISTENT WITH THE REPORT FROM NAGELL APPRAISAL AND CONSULTING, AND THE CITY STREET AND SEWER ASSESSMENT POLICY.

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

City-Wide Clean-Up Discussion and Direction - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ENCOURAGE A CITY-WIDE CLEAN-UP BY IMPLEMENTING A VOUCHER SYSTEM WITH THE CROW WING COUNTY LANDFILL WHICH WOULD BE INCLUDED IN THE

PUBLIC UTILITIES STATEMENT MAILING. THE VALUE OF THE VOUCHER AND SOURCE OF THE FUNDING WILL BE ESTABLISHED BY THE PERSONNEL AND FINANCE COMMITTEE.

Improvement 17- 08 – Garfield Safe Routes To School – Authorization to Solicit Bids for Construction - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND AUTHORIZE STAFF TO SOLICIT BIDS FOR IMPROVEMENT 17-08 WITH AN ANTICIPATED BID DATE OF APRIL 26, 2019 AT 11:00 A.M.

Improvement 17-10 – Sanitary Sewer Reconstruction Bids – Alley Between Oak Street and Pine Street Between 11th Street SE and 19th Street SE - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE BID FROM TOM'S BACKHOE SERVICE AT THE BID COST OF $462,288.50 AND THE EXECUTION OF THE RESPECTIVE CONTRACT DOCUMENTS FOR THE CONSTRUCTION PROJECT.

City Engineer Sandy stated this amount is over the engineer's estimates, but staff feels these are good bids and the work needs to be done.

Council directed staff to consider adjusting the size of projects in the future to stay within $400K estimate.

Resolution – Comprehensive Road and Transit Funding – Adopted by Resolution No. 16:19

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION TO SUPPORT COMPREHENSIVE TRANSPORTATION FUNDING.

RESOLUTION NO. 16:19

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

***(Added Item)* Legislative Letter of Support – Municipal Street Improvement Districts Bills - Approved**

City Engineer Sandy explained this item was approved by the Council on the legislative agenda last year and he would like to send a letter of support again this year. This bill outlines a city's ability to set up street improvement districts and charge the residents in that district a fee for the improvement of their roads. The funds can only be used in the district designated. He stated that staff is requesting authorization from the Council to submit a letter of support, which will simply express support of the bill, not necessarily action.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO DIRECT STAFF TO WRITE A LETTER IN SUPPORT OF THE MUNICIPAL STREET IMPROVEMENT BILLS.

Personnel and Finance Committee Report

March 18, 2019 - ***DRAFT***

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, Lambert, Stunek, Pritschet and Johnson voted “aye”. No member voted “nay”. The Chair declared the motion carried.

Approval of Mississippi Riverfront Grant Applications - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO APPROVE STAFF’S REQUEST TO SEEK REMAINING FUNDS NEEDED FOR THE MISSISSIPPI RIVER TRAIL FEASIBILITY STUDY THROUGH OTTO BREMER TRUST GRANT, THE ST. JOSEPH COMMUNITY HEALTH GRANT, AND THE CROW WING ENERGIZED HEALTHY COMMUNITY GRANT.

It was determined any requirements of a local match would be funded from the $40,000 already allocated during of the 2019 budget process.

2019-2020 IBEW Local #31 (BPU) Union Contract – Adopted by Resolution No. 17:19

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO APPROVE THE 2019-2020 TENTATIVE AGREEMENT SUMMARY BETWEEN THE CITY AND IBEW LOCAL #31 (BPU) AS PRESENTED.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX TO ADOPT A RESOLUTION SETTING THE IBEW (BPU) WAGES FOR 2019-2020.

RESOLUTION NO. 17:19

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

Employee Policy Manual Amendment for Section 9 – Overtime Hours - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO APPROVE THE AMENDMENT TO SECTION 9 OF THE EMPLOYEE POLICY MANUAL REGARDING OVERTIME AS PRESENTED.

Assignment of Agreement with Springsted to Baker Tilly Municipal Advisors, LLC - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO AUTHORIZE APPROPRIATE SIGNATURES ON THE CONTRACT ADDENDUM, CONSENTING ASSIGNMENT OF THE CONTRACT FROM SPRINGSTED, INC. TO BAKER TILLY MUNICIPAL ADVISORS.

Committee Chair Hilgart explained the companies are combining and will be known under a different name. The City will continue to work with the same professional team as before.

Authorization to Dispose of Excess Office Furniture - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO UTILIZE PUBLIC AUCTION FIRST AND DISPOSE OF REMAINING ITEMS WHEN THE AUCTION ENDS.

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)

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 - Approved

Finance Director Hillman explained the fees that need further discussion are for food trucks, decks and on-sale and club on-sale liquor licenses.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1492 TO AMEND SECTIONS 1010, 1015, 425 AND 421 AS PRESENTED WITH THE FOLLOWING CHANGES: FOOD TRUCK LICENSE FEE TO $300, ON-SALE CLUB FEE TO $300/UP TO 200 MEMBERS; $500 OVER 200 MEMBERS, DECKS WILL REMAIN BASED ON VALUATION AND AMEND ON-SALE LIQUOR LICENSES TO $3,500 FOR CLASS 1, $2,500 FOR CLASS 2 AND $3,000 FOR CLASS 3.

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

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1492 TO AMEND SECTIONS 1010, 1015, 425 AND 421 AS PRESENTED WITH THE FOLLOWING CHANGES: FOOD TRUCK LICENSE FEE TO $300, ON-SALE CLUB FEE TO $300/UP TO 200 MEMBERS; $500 OVER 200 MEMBERS, DECKS WILL REMAIN BASED ON VALUATION AND AMEND ON-SALE LIQUOR LICENSES TO $3,300 FOR CLASS 1, $2,700 FOR CLASS 2 AND $3,000 FOR CLASS 3.

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

New Business

Public Hearing – Annual Stormwater and Municipal Separate Storm Sewer System Presentation - Informational

Assistant City Engineer Fladung gave a presentation to educate the public on the importance of storm water management, to give an overview if the City's storm sewer system, and to allow the public to comment on the Municipal Separate Storm Sewer System (MS4) permit that is administered through the Minnesota Pollution Control Agency (MPCA).

The Chair opened the public hearing at 8:30 p.m.

No one came forward.

The Chair closed the public hearing at 8:30 p.m.

Public Forum

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

No one came forward.

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

Staff Reports

City Engineer Sandy commended the street crews and staff for clearing the streets due to the inclement weather and making sure the storm drains were clear and operational. He thanked Crow Wing County who also helped out at City Hall with incoming water in the basement.

Finance Director Hillman spoke on behalf of City Administrator Torstenson that staff is working on drafting a bill to request bonding for the design engineering and construction of the Riverfront trail.

Council Member Reports

Mayor Menk indicated he spoke with Rick Nolan and requested his presence to speak at a future council meeting about his tenure in government. He said he had a busy week speaking to various groups in the community and announced the American Legion celebrated their 100th Anniversary.

Council Member Badeaux stated the Water Tower Committee will be meeting on Wednesday, March 20, 2019 at 6:00 p.m. at City Hall.

Council Member Stunek thanked the organizers of the St. Patrick's Day parade that took place downtown on Saturday, March 16, 2019.

Council Member Hilgart congratulated the BHS Adapted Floor Hockey team for making State again this year. She said she had the opportunity to volunteer at the Community ACE's

Presentation at Bethlehem Church last week. The next presentation in this series is scheduled for April and encourages everyone to attend.

Council Member Johnson stated he enjoyed the St. Patrick's Day parade and thanked everyone for attending. He also said the street crews did a fantastic job last week in working on the streets. He announced the Good Samaritan Bowl is taking place May 5th, 2019 and would like to invite members of the Council to join the Elected Officials Team with him.

Council Member Bevans stated the CLC Raiders basketball team have been doing a fantastic job this season.

Council Member Lambert stated the City staff has been doing a great job.

Council Member Pritschet said his friend spent his first year in Brainerd and is incredibly impressed with our snow plowing procedures and promptness.

Motion to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:38 p.m.

The Chair reconvened into open session 9:06 p.m.

Adjourn

The Chair adjourned the meeting at 9:06 p.m.

_____
Cassandra Torstenson
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS

CITY COUNCIL MEETING
April 1, 2019

(1 New - 4 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
BEDNAR PLUMBING & HEATING, LLC 14208 COUNTY ROAD 22 BRAINERD, MN 56401 19-0163	(218) 829-6534	MECH PLUM	9/25/2019	2/9/2020	MB004963 PC645438
MARCUS CONSTRUCITON COMPANY, INC. 2580 HWY 12 E WILLMAR, MN 56201 19-0164 (new)	(320) 894-2532	GENC	7/1/2019	12/31/2019	
UPLAND ADVERTISING & DESIGN LLC 21683 CAMPBELL LAKE ROAD MERRIFIELD, MN 56465 19-0165	(218) 828-9435	SIGN	6/3/2019	7/29/2020	SB701308
PERFORMANCE HEATING & A/C, LLC 12653 COUNTY ROAD 18 SW BRAINERD, MN 56401 19-0166	(218) 829-5284	MECH	6/18/2019	6/18/2020	MB003079
RANDY PETERSON EXCAVATING, LLC 18234 DOE TRAIL BRAINERD, MN 56401 19-0167	(218) 828-0066	EXCA SSTS	7/27/2019	12/31/2019	 L466

Brainerd Fire Department

To:	Mayor and City Council
From:	Tim Holmes, Brainerd Fire Chief
Date:	March 28, 2019
Re:	March 2019 Activity Report, To Date

This year we were again honored to participate in the CLC Career Exploration Day. The event brings in high school students from around the area and gives them an opportunity to explore career options and learn more about them. There were more than 2,500 students from school districts around the area. Several of our Paid on-Call Firefighters helped to make this a successful event for us.

We had a busy month with inspections and ongoing construction projects. The department also provided several station tours, car seat checks and participation in the St. Patrick's Day parade.

Firefighter training in March included a variety of different topics including; CPR/AED Recertification, Patient Movement, Lifting Airbags, Vehicle Stabilization, Water Rescue Equipment, SCBA Air Management, Firefighting Skills, Pipeline Safety, and a live training burn with Pierz Fire Department. Several firefighters have begun Fire Instructor I and Officer I training. Battalion Chiefs Rubbelke and Rubado, along with Captains Schellin, Sell, Holmstrom, Enge and Jacobson attended the MN State Fire Chiefs Association Fire Officer School in Duluth.

Firefighters Rosier, Gawboy, Grimsby and Wallace have completed their Firefighter I and II training and were presented with black helmets. Black helmets are issued after a firefighter has completed all the required training and can perform all firefighting functions on the fireground.

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

Structure Fire	2
Cooking Fire	2
Chimney Fire	1
Vehicle Crash	3
Extrication	2
Gas Leak	2
Good Intent Call	4
Mutual Aid	2
Canceled Enroute	2
Alarm System Activation	7
Carbon Monoxide Alarm Activation	2
Total	**29**

City of Brainerd Incident Report

Structure Fire	2
Cooking Fire	2
Extrication	1
Good Intent Call	1
Canceled Enroute	2
Alarm System Activation	4
Carbon Monoxide Alarm Activation	2
Total	**14**

Parks and Recreation Report

April 2019

- Staff received one design and bid quote for the Gregory Park warming house project. The quote from Hy-Tec Construction was $384,000. Staff requested ways to reduce the cost, including: Build a wood structure rather than block, use electric heat rather than a gas furnace, redesign the roof, and eliminate a couple of windows. Hy-Tec will resubmit a quote with those changes.

- Viking Coca-Cola was awarded a three-year beverage contract with the Parks Department. As part of the contract, Viking Coca-Cola will donate $2,500 towards the purchase of a scoreboard for Buffalo Hills-Lions Park, pay $600 annually for advertising banners at Mill Avenue and Memorial parks, donate up to 30 cases of 12 oz. soft drinks for special events, and purchase a $250 youth team sponsorship.

- Baxter Parks Commission member Melissa Barrick recently met with staff with several questions on how we run various programs; get sponsorships, grants and donations; run special events; and work with athletic associations. Brainerd Community Education runs the Baxter park programs while the Baxter Park Commission handles more planning and zoning issues such as trail development. Ms. Barrick asked if the Brainerd Park Board would be interested in meeting with Baxter Park Commission members to discuss an array of topics. Two members from each board will meet at a time and date to be determined.

- Staff has applied for a community court refurbishment project with US Bank and the Minnesota Timberwolves Fastbreak Foundation. The Timberwolves will choose one outdoor basketball court to refurbish in central Minnesota and staff has nominated the court at Gregory Park. After the nomination process, three courts in central Minnesota will be selected and then moved on to the public voting round from April 22 through May 11.

- KLN Family Brands of Perham, the makers of NutriSource dog food, has donated $500 toward the lighting project at Buster Park.

- The maintenance staff has been building 12 picnic tables, hoops and ramps for Buster Park, painting, re-netting hockey goals and doing as much outdoor spring prep work as possible.

- The Brainerd Lakes Area Baseball Association has scheduled a travel baseball tryout camp starting at 9 a.m. on Saturday, April 6.

- The registration deadline for the competitive youth baseball leagues is April 12. The Skills Clinic is scheduled at 5:30 p.m. on April 17 at Memorial Park.

- The registration deadline for the competitive youth softball leagues is April 19. The Skills Clinic is scheduled for 5:30 p.m. on May 2 at Memorial Park.

- The Easter Egg hunt will begin at 10 a.m. on Saturday, April 20, at Gregory Park. The Easter Ball hunt will begin at 2 p.m. at Buster Park on April 20.

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: Transit Young Children Rider Policy Update

☐ INFORMATION ONLY ☑ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering/Transit
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 1 minute

Summary of Issue:

Currently, the Young Children Rider Policy for Transit reads:
"2.3.2.2 Young Children Riders:
Unattended children age seven (7) and older may ride the bus alone without a parent or older sibling. (Consideration should be given depending on developmental abilities) Children under the age of seven (7) and at least four (4) may ride with a sibling who is at least eleven (11) years of age or older. All children may ride with a responsible guardian, adult, or parent." This issue was discussed in length again at the March 21, 2019 Transportation Advisory Committee meeting.

Alternatives, Options, Effects on Others/Comments:

At the meeting representatives from Child Protective Services and the City Attorney were available to answer questions about the policy. At the end of the discussion, the committee re-affirmed the policy decision that was made at the TAC and City Council level, but authorized one addition to the policy. The addition references the statute and the fact that there is a statutory basis for the policy. The new policy adopted by the TAC was not substantially changed, and reads:

"2.3.2.2 Young Children Riders:
Consistent with Minnesota Statute 626.556 as amended, unattended children age seven (7) and older may ride the bus alone without a parent or older sibling. (Consideration should be given depending on developmental abilities) Children under the age of seven (7) and at least four (4) may ride with a sibling who is at least eleven (11) years of age or older. All children may ride with a responsible guardian, adult, or parent."

Recommended Action/Motion:

Staff recommends the addition to the policy statement which reads:

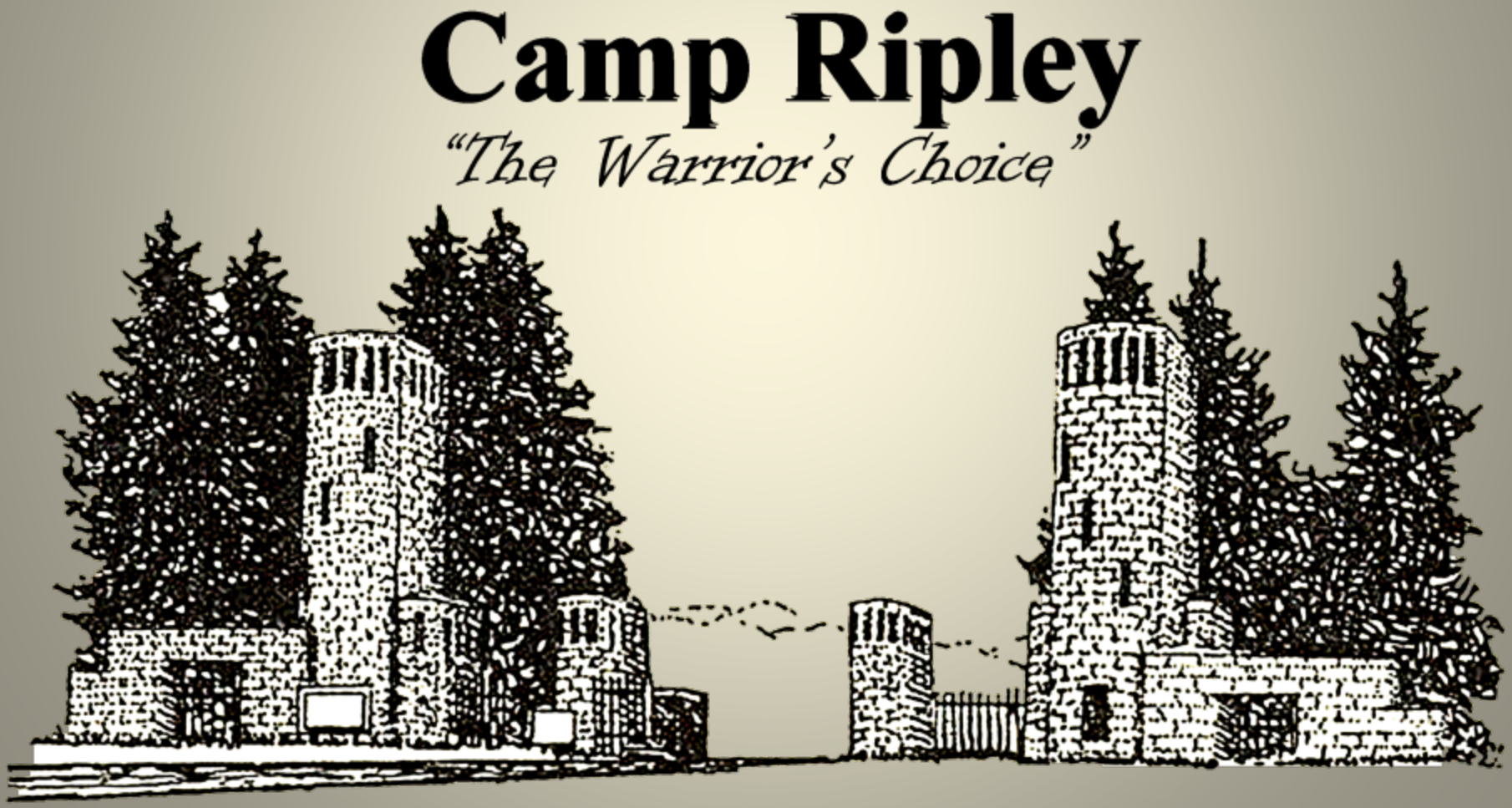
"Consistent with Minnesota Statute 626.556 as amended"

to the Young Children Rider policy.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No
What is the total cost, with tax and shipping $ _____
Is this budgeted? ☐ Yes ☐ No
Please Explain:

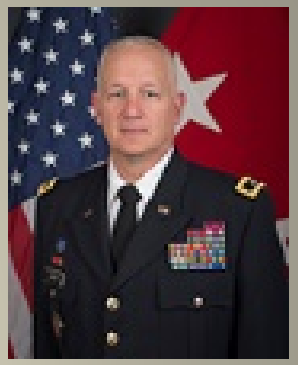
2019 Camp Ripley Update



Camp Ripley's Mission

Provide the best possible support, facilities and resources enabling customers to train in a realistic environment, while maintaining positive community relations

Leadership



- **MG Jon Jensen** is the Adjutant General of the Minnesota National Guard
- **BG Lowell Kruse** is the Senior Commander of Camp Ripley and the Assistant Adjutant General – Army
- **COL Brian Melton** is the Garrison Commander
- **CSM Matt Erickson** is the Garrison Command Sergeant Major

2018 Economic Impact

Payroll	$	45,028,959
DOD/Military Retirees	$	46,681,000
Projects	$	12,451,336
Financial Assistance	$	20,500
Local Contracts	$	3,014,768
Utilities	$	1,807,690
Food	$	3,080,069
Army Compatible Use Buffer	$	20,800,000
Total FY18	$	132,884,322

FY 18 Total Impact $286,910,539

2013
Total $140,883,278
Total Impact $304,181,085

2014
Total $146,314,803
Total Impact $315,908,291

2015
Total $133,631,855
Total Impact $288,524,538

2016
Total $131,815,064
Total Impact $284,601,904

2017
Total $136,174,066
Total Impact $294,013,426

***Total Impact based on Multiplier index of 2.1591**

Camp Ripley
"The Warrior's Choice"

2018 Accomplishments/Events

- 2018 Training year over 383,000 DoD man-days and over 56,000 man-days for local and State interagency partners
- **Awarded DoD-level Cultural Resource Management Award – Large Installation**
- Facilitated the 86th Training Division during the 2ndCombat Support Training Exercise (CSTX), an inter-state logistical training exercise
- Supported mobilization training and preparation of for the 851st Engineers, 347th RSG, and 34th Infantry Division Headquarters
- Hosted FORSCOM Commander Surgeon, Brigadier General Michael Talley for a review of MEDLOG processes
- Swedish Army Chief of Staff, Major General Karl Engelbrektson, visit to CRTC in May
- MSTC MOUT Site Completed
- Croatian Ambassador Pjer Šimunović toured Bradley Fighting Vehicle facilities and simulators
- Hosted first annual 50K Ultra Marathon on Veteran's Day
- 175th Regional Training Institute received accreditation from TRADOC

New Construction

- Long Houses
- Replace the “Tin Huts”
- 3 season
- 5 Rooms
- Capacity to 100 pax

- 7-130 Enlisted Barracks (August)
- 7-170 Maid Service Officers Quarters (August)
- 10-66 Battalion Headquarters (June)
- 7-149 Vehicle Maintenance Shop (June)

Other Projects

Other Construction

- PX remodel (complete)

Future Projects

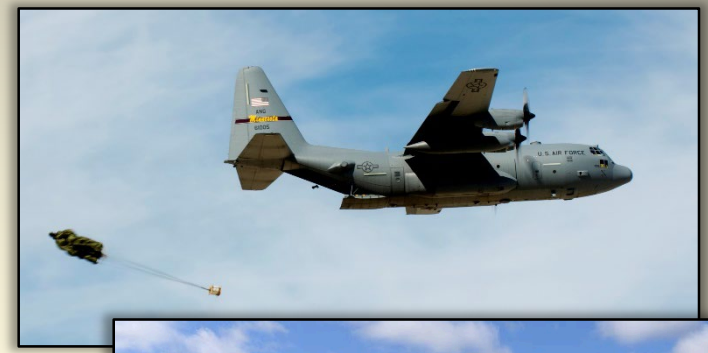
- HEM Building
- Fire Station
- SAMT
- 11-1
- Electrical grid updates
- Road Resurfacing

2019 Scheduled Training

MAY – 11,606 Military
4,757 Civilian
JUN – 8,555 Military
1,900 Civilian
JUL – 7,314 Military
1,010 Civilian
AUG – 9,376 Military
384 Civilian
SEP – 6,787 Military
3,787 Civilian
OCT – 11,488 Military
6,905 Civilian

Air Force Guard & Reserve

- **Flight Training**
- Tactical and low level flight maneuvers
- Assault short field landings
- Air drops and drop zone operations
- Aeromedical evacuation
- Troop and cargo transport training
- NVG training



- **Ground Training**
- Security Forces Training
- Weather forecasting and monitoring
- Medical and Aeromedical
- Engineering/Installation Support
- Weapons qualification
- Cargo Handling Operations
- Wilderness survival
- Land Navigation

Camp Ripley Partners

MN DNR

- Conservation Officer Headquarters on Post
- Academy conducted
- Annual training events

MN State Patrol

- Training Offices on Post
- Academy conducted
- Annual training events

HSEM

- Offices on Post
- Multi-agency training events conducted

MN DOT

- Annual driver training events

Environmental Program

"Managing Today's Resources for Tomorrow' s Mission"

Responsibilities

- Wildlife
- Fisheries
- Forestry
- Protected Species
- Cultural Resources
- Pest Management
- Wetlands
- Noise
- Wild Land Fire
- Outreach & Recreation
- ITAM (Land Rehabilitation)
- GIS

2018 Army Cultural Resources Protection Award

2017 Department of Defense Natural Resource Conservation Award

2017 Army and ARNG Natural Resource Conservation Award

Green Energy

- Geothermal 2010 – 2014
- Solar Thermal 2015
- Micro grid distribution 2016
- Engine Generator 2016
- Solar Photovoltaic 2016
- 20% Energy reduction by 2020

CAMP RIPLEY, MINNESOTA
ENVIRONMENTAL

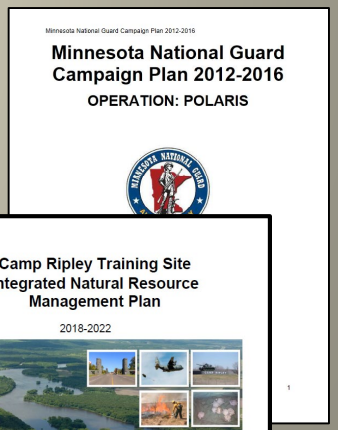
Environmental Oversight

Drivers of Regulation

- Federal and State Statutes **[EPA, USFWS, MPCA, MNDNR]**
  - E.g. Integrated Natural Resource Management Plan coordination through by NGB, MN DNR, and USFWS
- Federal and State Executive orders **[Presidential and Governor Orders]**
- Army and ARNG Regulations **[ACSIM, ARNG I&E]**
  - Environmental Performance Assessment (EPAS), Environmental Management System (eMS),
- DoD Strategic Sustainability Plan and Directives **[DoD, HQDA, ARNG]**
- Army Campaign Plan **[HQDA, ACSIM, ARNG I&E]**
- Army National Guard Environmental and Sustainability Policy **[AR-2001, JFMN 200-1]**
- MN National Guard Campaign Plan - Sustainable Infrastructure **[MNNG]**
- Right thing to do

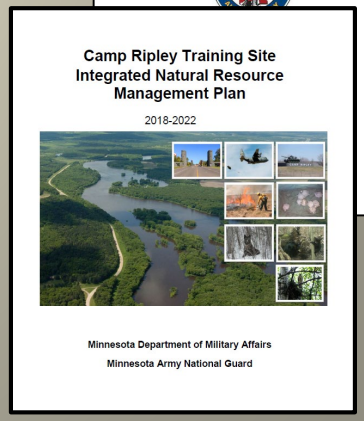
Agency Oversight listed above:

- EPA: Environmental Protection Agency
- USFWS: US Fish and Wildlife Service
- MPCA- Minnesota Pollution Control Agency
- MNDNR: Minnesota Department of Natural Resources
- ACSIM: Army Assistant Chief of Staff for Installation Management
- ARNG I&E: Army National Guard Installations and Environment
- AR: Army Regulation
- HQDA: Headquarters Army


Minnesota National Guard Campaign Plan 2012-2016

Minnesota National Guard Campaign Plan 2012-2016

OPERATION: POLARIS


Camp Ripley Training Site Integrated Natural Resource Management Plan

2018-2022

Minnesota Department of Military Affairs

Minnesota Army National Guard

Environmental Partnerships

- Minnesota Department of Natural Resources
- Minnesota Board of Water and Soil Resources
- Minnesota State Colleges and Universities
  - Central Lakes College
  - St. Cloud State University
- U.S. Fish and Wildlife Service
- The Nature Conservancy
- Local School Districts
- Community Interest Groups

Community Outreach

- Camp Ripley Open House (September 2019)
- Environmental Field Tours, Festivals and Presentations
- National Public Lands Day, Earth Day
- Morrison County Water Festival
- Little Falls Day of Caring
- Memorial and Veterans Day Speeches
- Christmas Gift Tags and Food Drive
- Job Shadow Program
- Biathlon
- Disabled American Veterans & Soldier Hunts
- Trolling for the Troops Fishing Event

Prescribed Burns

When: April- June 2019
* Later start due to snow conditions

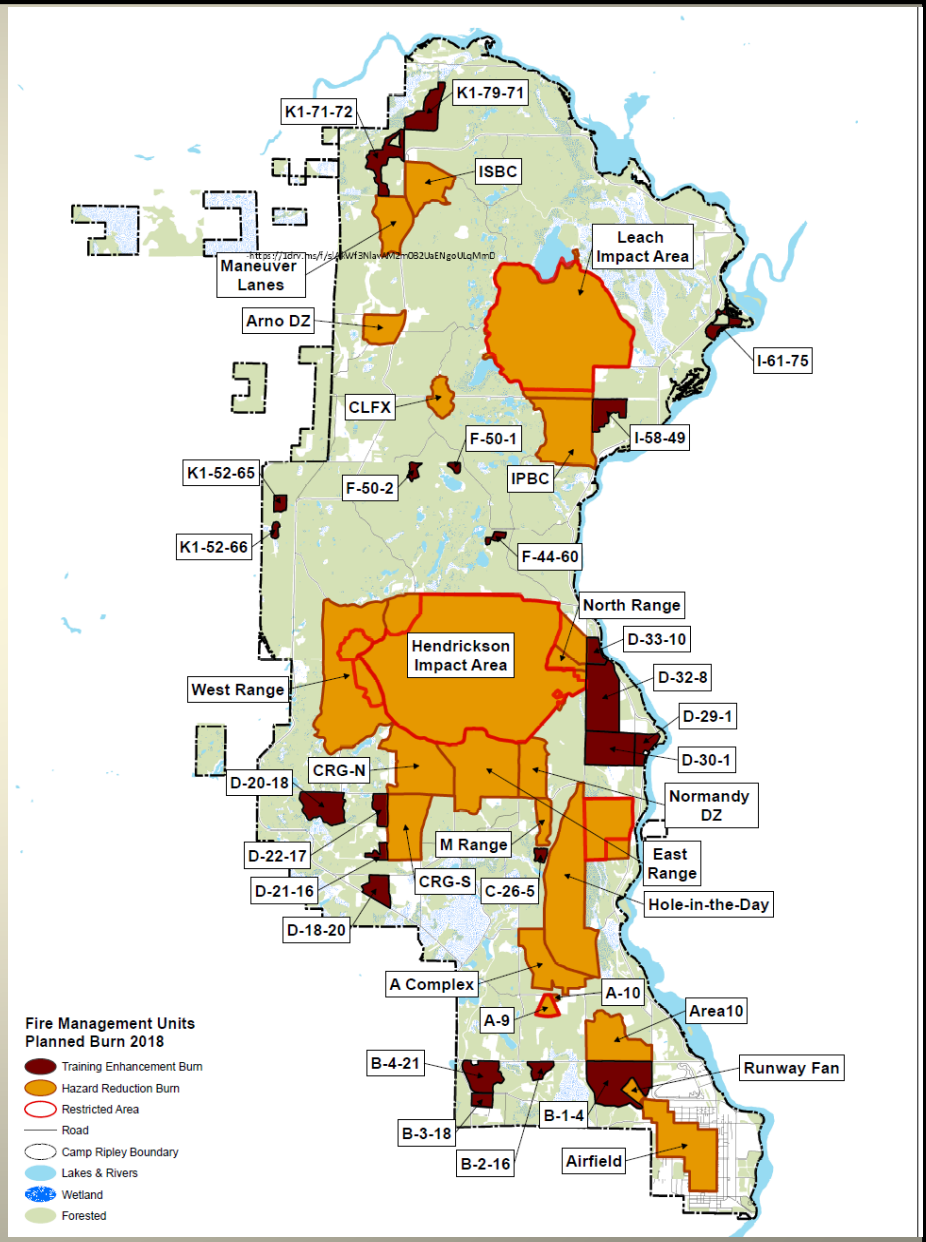
Why we conduct burns:
- To create a safe training environment for Soldiers and protect surrounding communities
- Mitigates the risk of fires starting during range firing
- Improve and enhance native fire dependent plant communities

Considerations taken before burns:
- Wind Speed/direction
- Temperature
- Relative Humidity
- Fuel/moisture content
- Training area occupancy

Those involved:
- Camp Ripley's Fire and Emergency Services
- Camp Ripley's Dept. of Public Works
- Camp Ripley's Environmental Team

Hazard Reduction Burns
- 14,233 acres

Mission Enhancement Burns
- 1,758 acres



ACUB/Sentinel Landscape

Program Status

FY18 Federal Funding

$1 million REPI obligated to BWSR

$3 million REPI obligated to
The Conservation Fund

Total FY 17: $4 million

Total To Date: $42,430,577

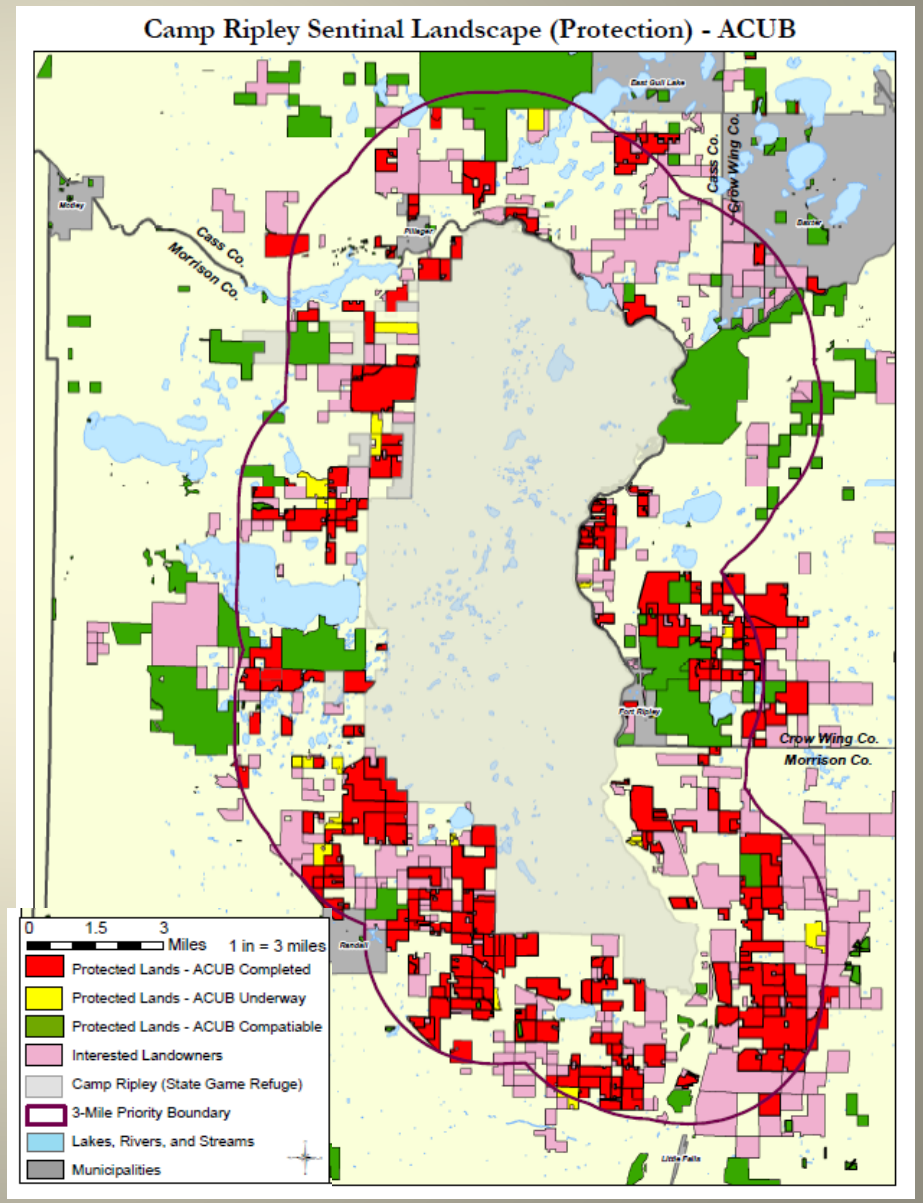
2018 State Funding

$3.1 LSOHC

Total FY17: $3.1 million

Total To Date: $11,923,000

- **26,000+ acres enrolled into easements**
- **253 land deals**
- **200+ Interested landowners**



Camp Ripley Update

Questions

To find more information about Camp Ripley
please search for us on these social media sites:

CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA

April 1, 2019
City Council Chambers
7:15 PM

1. Transit Service Window Reduction

2. Resolution – Receive Report and Call Improvement Hearing for Improvements 16-09 and 19-07

3. Resolution – Consolidating Certain Improvement Projects

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: Transit Service Window Reduction

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering/Transit
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

The Transportation Advisory Committee met on Thursday, February 21, 2019.

Alternatives, Options, Effects on Others/Comments:

At the meeting, one of the items of discussion was the reduction of the service window time from 30 minutes to 20 minutes. Staff presented on-time performance measures to the committee, and the committee was shown that the transit system was hitting on-time criteria over 90% of the time. The service window time has to do with the transit system no-show policy, in which states that a bus will arrive 0 minutes before to 30 minutes after scheduled pickup time. A no-show occurs when an individual misses his or her scheduled pickup time time window or does not give sufficient cancellation notice so that the bus may be re-routed. If the passenger is not ready to board the bus, the driver will wait 3 minutes and then leave. This wait time is both gps and time stamped via electronic recording. After 3 no-shows in a 90-day period from the date of the first no-show, the individual will be suspended from the service for 30 days. Because the service has been hitting very well on the 30 minute service window, staff feels it appropriate to shorten the service window by 10 minutes to 20 minutes. This will not effect service, but hopefully help to improve efficiency within the system and give staff a new target goal to get back into the 90% on-time performance.

Recommended Action/Motion:

Staff recommends the modification of the transit service window from 30 minutes to 20 minutes. The Transportation Advisory Committee passed this motion 5-0.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Paul Sandy

From: Andy Stone
Sent: Monday, March 25, 2019 2:39 PM
To: Paul Sandy
Subject: service window TAC action

Paul, could you please get this to council when convenient? Thanks, Andy

Service Window – Reduce from 30 minutes to 20 minutes (action)

a. Staff presented On Time Performance reports for the first and second halves of 2019. The 30-minute window performance has improved and staff requests a change to 20 minutes. Discussion regarding the policy surrounded setting a higher standard for the transit system to achieve for the services performed.
   i. MOVED AND SECONDED BY LAMBERT AND BERTRAM, DULY CARRIED, TO ADOPT THIS CHANGE IN POLICY. **2.4.6 No-Show Policy:** The bus will arrive within a pickup time window of zero minutes before to ~~30~~ 20 minutes after the scheduled pickup time (reference 2.3.1). A no-show occurs when an individual misses his or her scheduled pick up time window or does not give sufficient cancellation notice (reference 2.4.5 above) such that it does not allow the vehicle to be rerouted. If a passenger is not ready to board the bus, the driver will wait three minutes and then leave. This wait time is both gps and time stamped via electronic recording. After 3 no-shows in a period of 90 days from the date of the first no-show, the individual will be suspended from the service for 30 days.

Andy Stone
Transit Coordinator
City of Brainerd
501 Laurel St |Brainerd, MN 56401-3595
Phone: 218.454.3413 | www.ci.brainerd.mn.us/transit

If you wish to receive special alerts from the Transit Department, simply sign up at this link http://www.ci.brainerd.mn.us/list.aspx for push notifications to your cell phone via text message or email! Thanks for choosing Public Transit!

News Flash - **New Ways to Buy Dial-a-Ride Tickets** **https://www.ci.brainerd.mn.us/CivicAlerts.aspx?AID=116**

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: Improvement 16-09 and 19-07 - Receive Report and Call PH

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Attached to this request is the feasibility report, notice of hearing, and a resolution for Improvement 16-09 and 19-07 which consist of the Buffalo Hills Lane and Mississippi Drive Reconstruction Project Improvements.

Alternatives, Options, Effects on Others/Comments:

All estimated costs, assessable costs per the city assessment policy, and rationale/feasibility are contained within the attached report for council consideration.

Recommended Action/Motion:

Staff recommends adopting the attached resolution in which receives the feasibility report and sets the improvement hearing for 7:30 P.M. on May 6, 2019 during the regularly scheduled council meeting consistent with Minnesota Statute 429.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ See report

Is this budgeted? ☑ Yes ☐ No

Please Explain: These projects are part of the Street and Sewer 5-Year Capital Improvement Plan.

March 26, 2019

Mayor Menk
and Brainerd City Council Members

CITY OF BRAINERD
www.ci.brainerd.mn.us

RE: City Improvements 16-09 and 19-07, Buffalo Hills Lane Construction and Mississippi Drive Construction respectively

Dear Mayor Menk and City Council Members,

I am pleased to present this report for improvements to Buffalo Hills Lane from Greenwood Street to Mississippi Drive and Mississippi Drive from Buffalo Hills Lane to the dead end. As the Council is well aware, discussions about improvements to this segment of Buffalo Hills Lane began in about 2003, at which time several alternatives for construction and funding the project were explored.

Numerous deficiencies were noted on Buffalo Hills Lane back in the 2003-2004 processes. Some of those deficiencies included the following:

- The road has never been constructed to a final grade and alignment
- Substandard road width
- Substandard road structure
- Lack of storm water facilities
- Significant pedestrian activities not being accommodated
- Significant road surface distresses.

There is not a lot of history to this road section, as it currently exists as a 20-foot wide seal coated aggregate section. The City has invested money in seal coating this roadway numerous times, but the road has never actually been constructed properly with curb and gutter, gravel, bituminous, and stormwater improvements.

In the past 13 years, only minor maintenance has occurred on the roadway and the distresses and deficiencies still exist. The need to proceed with a street improvement is based on the roads condition, safety, and given that it is not cost effective to continue to maintain a travelled way that has not yet been constructed to a City standard.

The existing road condition is very dated, considered in poor condition, and does have substantially large cracks and potholes.

Through the process in 2003/2004, there were several project scope and funding related issues which included:

- Project limits
- Roadway Design
- Drainage

- Project funding

Since this that time, the Council and staff, along with holding two public informational meetings, have made decisions on project limits, typical section, assessment methodology, and funding.

The motivation for this project is based stems from deteriorating roadway conditions in addition to the roadway never being construction to City standards.

Multiple options for the construction were reviewed years ago and the two options that moved forward into consideration were the construction of either a 36 ft. wide roadway to accommodate 2 – 12 ft. driving lanes and 2 – 6 ft. multi-use shoulders or a 26 ft. wide roadway with a separated 8 ft multiuse trail, similar to what was constructed on 28th Street SE constructed in 2015. Both options would provide for a 9-ton roadway capacity. The cost of the two options are comparable. With the topography along the corridor, the 26 ft roadway and 8 ft. separated trail option, which was staff's preferred option, offers the most flexibility with roadway grades and matching existing yards and driveways. The 26 ft. wide roadway will also assist with controlling the speed of traffic. Since this alignment is on our State aid system, staff would recommend following our assessment policy and utilizing State Aid funds to cover the cost of the additional structure. Ultimately, the council authorized staff to proceed with the 26 ft. wide road section and 8 ft. separated trail option.

Existing City utilities have already been installed under the roadway surface including sanitary sewer and watermain. There are a few modifications that need to be made to the existing utilities to make them work with the new road surface and profile, including additional manhole cone sections and rings, watermain gate valve adjustments, and additions of some services to vacant lots that may potentially see future development. Storm sewer does not currently exist within the project limits and is anticipated to be constructed as part of this project.

Since 2004, the city has acquired tax forfeit lots 14, 15 and the west ½ of lot 19 in the Buffalo Hills subdivision for storm sewer purposes. The drainage system is designed to carry the stormwater runoff from the proposed street and adjacent storm sewer systems per Minnesota Pollution Control Agency Guidelines. At this time, we are assuming that the cost of the storm water collection system improvements in the street and constructing ponds, swales and treatment will be funded through the storm water utility.

In 2019, the City solicited the services of Nagell Appraisal and Consulting to provide a letter report in which would group properties based upon access to Buffalo Hills Lane and Mississippi Drive and comment of preliminary market benefit in the report. This report was done to assist staff and council in deciding assessment methodology and amounts and having documentation that the proposed work meets the special benefit test per Minnesota Statute 429. At the March 18, 2019 City Council meeting, the City Council concurred with staff's recommendation to move forward with a proposed assessment methodology in which sets base assessment amounts based upon access

to Buffalo Hills Lane and Mississippi Drive, number of original platted parcels, and applying 3 multipliers based upon habitation of the parcel, multiple accesses for ingress and egress to properties, and rear/sideyard access to Buffalo Hills Lane and Mississippi Drive. This equates to assessment amounts varying between $375 and $8,000. More specifically, the report outlines preliminary market benefit amounts as seen below:

Singe family (indirect access, no frontage)	$800 to $2,000 per lot
Singe 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 $0.05/SF of lot

It is noted that higher value buildings or large lots are on the higher end of these ranges.

Because of the deficiencies that exist, the road tends to not meet the expectations of typical market participants in the suburban type landscape such as this. The existing street improvements reflect likewise on the adjoining street and side street properties.

Estimated project costs have been determined for the project and are $1,334,000 for construction and $134,000 for engineering. The respective splits and anticipated assessments and state aid can be seen below in the project breakdown.

Total Estimated Construction Costs: $1,336,000
Total Estimated Engineering Costs: $135,000

Roadway

Buffalo Hills Roadway Construction:	$729,000
Buffalo Hills Roadway Engineering:	$73,000
Mississippi Drive Roadway Construction:	$87,000
Mississippi Drive Roadway Engineering:	$9,000
Roadway Assessed:	$395,000

Storm Sewer

Storm Sewer and Storm Pond Construction:	$393,000
Storm Sewer and Storm Pond Engineering:	$40,000

Sanitary Sewer

Sanitary Sewer Construction	$37,000
Sanitary Sewer Engineering	$4,000

BPU Water

BPU Water Construction:	$90,000
BPU Water Engineering:	$9,000

Estimated Reimbursement from State Aid: $1,235,000
Note: The estimated reimbursement from State Aid considers that 100% of the storm sewer cost for engineering and construction can be covered by State Aid. This may not be the case and will be determined when plans go for review at the State Aid office and an appropriate split based upon drainage is determined by MnDOT Hydraulics Office.

At some previous meetings, the council has discussed other options besides construction to consider during this process. They include minimum maintenance roads, closing the roadway, or doing nothing.

Doing nothing will inevitably lead to a physical breakdown of the road surface. If the roadway continues the current cycle of potholing and cracking, it will eventually get to a point where it can no longer be maintained as an asphalt road. City streets that are not adequately maintained not only raise a quality of life issue, but also exposes the City to liability for damages or injuries caused by the road condition. The City is obligated to reasonably maintain its streets.

Minimum maintenance roads are governed by Minnesota Statute 160.095. This statute allows a city to designate a roadway minimum maintenance "if it determines the road or road segment is used only occasionally or intermittently for passenger or commercial travel." Buffalo Hills Lane and Mississippi Drive do not meet this criterion and therefore cannot be designated as a minimum maintenance road.

Closing the road is not possible because it would deprive several properties of their only access and would give rise to claims against the City. The road needs to be repaired or reconstructed so that it can continue to be used in the manner of which it was intended.

Taking this information into consideration, the Buffalo Hills Lane and Mississippi Drive Reconstruction Project is feasible and necessary. The current condition of the roadway and deficiencies that exist cause concern over potential liability issues for the City.

I will be available to answer any questions or concerns as it relates to this report at the meeting. The first step of Minnesota Statute 429 is to adopt the resolution receiving this report and setting the public hearing.

Respectfully Submitted,

Paul G. Sandy, P.E.
City Engineer
City of Brainerd

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

RESOLUTION RECEIVING REPORT
CALLING HEARING ON IMPROVEMENT

WHEREAS, a report has been prepared by the City Engineer with reference to the improvement of the following described improvements:

IMPROVEMENT 16-09

Street Reconstruction
Buffalo Hills Lane from Greenwood Street to Mississippi Drive

IMPROVEMENT 19-07

Street Reconstruction
Mississippi Drive from Buffalo Hills Lane to Dead End

This report was received by the Council on the 1st day of April 2019.

WHEREAS, the statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels (the "Impact of Assessments") has been made available at the hearing, all in accordance with law; and

WHEREAS, this City Council has heretofore discussed and made determinations about the Impact of Assessments:

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

1. The Council will consider the above-described improvement in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statute Chapter 429 at an estimated total cost of $1,176,500 for Improvement 16-09 and $159,500 for Improvement 19-07.

2. A public hearing shall be held on such proposed improvement on the 6th day of May 2019, in the Council Chambers of the Brainerd City Hall at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

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

NOTICE OF HEARING ON IMPROVEMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on May 6, 2019 to consider making the improvement as described below pursuant to Minnesota Statute Sections 429.011 to 429.111:

IMPROVEMENT 16-09

Street Reconstruction – Grading, Aggregate Base, Storm Sewer, Concrete Curb and Gutter, Bituminous Trail and ADA Improvements

Buffalo Hills Lane from Greenwood Street to Mississippi Drive

The area proposed to be assessed is the properties receiving market benefit in the vicinity of the proposed construction.

The estimated cost of such improvements is $1,176,500.

IMPROVEMENT 19-07

Street Reconstruction – Grading, Aggregate Base, Storm Sewer, Concrete Curb and Gutter, Bituminous Trail and ADA Improvements

Mississippi Drive from Buffalo Hills Lane to Dead End

The area proposed to be assessed is the properties receiving market benefit in the vicinity of the proposed construction.

The estimated cost of such improvements is $159,500.

Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting.

Any individual needing special accommodations please call 828-2307.

Dated: April 1, 2019

_____

Cassandra Torstenson
City Administrator

Publish Brainerd Dispatch April 12, 2019 and April 19, 2019

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: Resolution - Combining Certain Improvement Projects

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Attached to this request is a resolution in which combines Improvement 16-09 and 19-07 which consist of the Buffalo Hills Lane and Mississippi Drive Reconstruction respectively.

Alternatives, Options, Effects on Others/Comments:

The reason for combining improvement projects has many advantages. Better bid prices for larger projects are usually expected. By consolidating these projects by resolution, all assessment proceedings can be conducted as one proceeding. This also ensures that we meet the 20% assessed cost for bonding purposes per Minnesota Statute 429.

Recommended Action/Motion:

Staff recommends adopting the attached resolution in which consolidates Improvement 16-09 and 19-07 into one improvement for the purpose of Minnesota Statute 429 proceedings.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

R E S O L U T I O N

NO _____

RESOLUTION CONSOLIDATING
CERTAIN IMPROVEMENT PROJECTS

WHEREAS, the City of Brainerd (the "City") previously instituted proceedings for the following public improvements:

City Improvement 16-09 (the "First Project") and City Improvement 19-07 (the "Second Project")

WHEREAS, the City Council will set an improvement hearing for both the First Project and the Second Project for April 1, 2019; and

WHEREAS, the City Council will consider ordering the improvements described as the First Project and the Second Project immediately following the public hearing therefor; and

WHEREAS, the proceedings for the above projects were set on substantially the same dates; and

WHEREAS, the City Council has determined that the various components of the First Project and the Second Project may be more economically completed if consolidated and joined as one project, as authorized under Minnesota Statutes, Section 435.56.

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

1. The Council hereby consolidates and joins the First Project and the Second Project as a single consolidated improvement project for all purposes under Minnesota Statutes, Section 435.56 and Chapter 429.

2. All proceedings in connection with each component of the above-named projects shall be deemed instituted and conducted as one proceeding.

3. The consolidated project is designated as "Buffalo Hills Lane and Mississippi Drive Reconstruction Project".

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

April 1, 2019
City Hall Conference Room
7:00 PM

1. Approval of Bills

2. Fire Department Purchase of New Aerial Apparatus

3. Union Contract Settlements

4. City-Wide Cleanup Discussion

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1st, 2019

Title of Item: Fire Department Purchase of New Aerial Apparatus

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Fire Chief Holmes	**Department:** Fire
Presenter (Name & Title): Fire Chief Holmes	**Estimated Time Needed:** 10 minutes

Summary of Issue:

Request authorization to move forward with the process of purchasing a new aerial apparatus.

Alternatives, Options, Effects on Others/Comments:

Sourcewell purchasing -- Cooperative purchasing is "Procurement conducted by, or on behalf of, one or more Public Procurement Units" as defined by the American Bar Association Model Procurement Code for State and Local Governments.
All contracts have been awarded by virtue of a public competitive procurement process compliant with state statutes.
The purchase of the new aerial apparatus has been discussed at several Fire Advisory Board meetings.
12-14 month delivery
Estimated cost of aerial apparatus with Sourcewell pricing is $1,256,000.
Payments are structured throughout the build process.

Recommended Action/Motion:

Authorize Fire Chief Holmes to move forward with the purchase of a new aerial apparatus using the Sourcewell purchasing process.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ 1,256,000

Is this budgeted? ☑ Yes ☐ No

Please Explain: $456,000 from the Fire Capital Fund and the remaining $800,000 bond.

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: Union Contract Settlements

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Kris Schubert	**Department:** Administration
Presenter (Name & Title): HR Coordinator Kris Schubert	**Estimated Time Needed:** 10 minutes

Summary of Issue:

We are currently finalizing the tentative agreements for the remaining four union groups. If the unions vote and ratify the agreements prior to the April 1, 2019 Council meeting, the tentative agreement summaries and wage resolutions for each union will be shared with Council Monday evening.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Information will be presented at the Committee/Council meeting.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ unknown

Is this budgeted? ☐ Yes ☐ No

Please Explain:

MEMO

www.ci.brainerd.mn.us

TO: **Mayor and Council**

FROM: **City Administrator Cassandra Torstenson & HR Coordinator Kris Schubert**

DATE: **April 1, 2019**

RE: **Union Contract Settlement Update**

About a month ago, the Council directed that in order for our unions to receive retroactive pay back to January 1, 2019, the Union and City must agree to terms and the Union must ratify its tentative agreement summary by March 31, 2019. I'm happy to report this task has been accomplished for all seven of our unions.

Tonight, we are requesting the following Council action items regarding the final four outstanding union contract settlements:

1. Council approval of the attached tentative agreement summary for each union; and
2. Adoption of the applicable wage resolution.

This action applies to the following four unions:

a. United Steel Workers Local 9230 Unit 09 (USW - Hydro). Three-year contract with wage grid.

b. International Union of Operating Engineers, Local No. 49 (IUOE – Streets). Two-year contract with hybrid option.

c. International Union of Operating Engineers, Local No. 49 (IUOE – Parks). Two-year contract with hybrid option.

d. International Brotherhood of Electrical Workers Local #31 (IBEW – Administrative Support). Two-year contract with hybrid option.

- For this union, Staff is also requesting authorization for an internal job posting for our two new Administrative Specialist 2 positions. The positions are (and job descriptions are attached for):
  - Administrative Specialist 2 - Global
  - Administrative Specialist 2 - Payroll/HR
- The IBEW Administrative Support Union requested this authorization be approved as soon as possible to reassure employees that the new positions will be posted when they select their grid vs. legacy choice.
- Since the IBEW Administrative Support Union contract requires vacancies covered by this contract to be posted for ten (10) business days, Staff's recommendation for these promotions will be presented at the May 6, 2019 Council meeting.

/ks

City of Brainerd – USW Local 9230 Unit 09 (Hydro) Union Final Terms
March 11, 2019

The following are tentative agreements reached between the City of Brainerd and the United Steel Workers Local 9230 Unit 09 (Hydro) Union for the 2019-2021 union contract negotiations:

1. Article I – RECOGNITION

~~The Union shall indemnify and hold harmless the Employer against any claims made or suits instituted against it, arising out of any action of the Employer made pursuant to the provision of the Union membership and Check off provisions.~~

The Union agrees to indemnify, defend and hold the EMPLOYER harmless against any and all claims, suits, orders or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under the provisions of Article IV.

2. ARTICLE II – PERIOD OF AGREEEMENT

This Agreement is hereby dated January 1, ~~2017~~ 2019 and will remain in effect through December 31, ~~2018~~ 2021 or from year to year thereafter, unless opened for negotiations or terminated in accordance with provision listed below.

3. Article IV – UNION MEMBERSHIP

~~It shall be a condition of employment that all employees of the Employer covered by this Agreement will become members of the Union and remain members in good standing on the date this Agreement is executed and shall remain members in good standing in the Union. It is also a condition of employment that all employees covered by this Agreement and hired on or after the date this Agreement is executed, will, on the sixtieth (60th) worked day following the beginning of such employment, become and remain members in good standing in the Union.~~

~~"Good Standing" as used in this article, shall mean that the employee has paid the uniform initiation fee and regular monthly dues required for members in the Union. The dismissal of any employee for failure to comply with the provisions of this article shall be by certified notice to the member and Employer from the Union, setting forth the reason for the employee's delinquent status and allowing seven (7) days from receipt of notice to bring their membership into good standing.~~

The Union agrees to furnish to the Employer a signed copy of the dues check-off authorization form for each employee. The EMPLOYER shall only deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover USW dues. Such monies shall be remitted as directed by USW.

4. Article V – PROBATIONARY EMPLOYEES

~~All new employees shall be regarded as probationary for a period of twelve (12) months. During the twelve (12) month probationary period the Employer may, at its option, dismiss said probationary employees for any cause and the termination shall not be subject to the grievance and arbitration procedure~~.

New Employees shall serve a twelve (12) 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. The Employer may extend this probation for a period not to exceed ninety (90) days upon notice to the employee and Union. 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 XIV – Grievance Procedure.

All employees promoted from a bargaining unit classification to a higher 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 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.

Employees shall, during the probationary period, accumulate paid leave as provided by Article X - Vacations and Article XXIII – Leave of Absence. Employees may take paid leaves of absence during the probationary period at the sole discretion of the Employer.

Employees will be entitled to participate in the Employer benefit plans after successful completion of the probationary period.

NOTE: The following was included in U2. Since the language was included in the first blue paragraph of the above language, it will not be included in the final contract language:

All new employees shall be regarded as probationary for a period of twelve (12) months. During the twelve (12) probationary period the Employer may, at its option, dismiss said probationary employees for any cause and the termination shall not be subject to the grievance and arbitration procedure. The Employer may extend the Probation period an additional Three (3) Months by mutual Agreement between the Employer and the Union.

5. Article VI – HOURS OF WORK AND WORKING CONDITIONS

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 the classification while actually performing work of that classification.

When reducing forces by lay off, a ~~One (1)~~ two (2) week notice shall be granted ~~each employee with twelve (12) months or more continuous service~~ to all employees.

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 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 pieces – a coat, a hooded sweatshirt and a bib overall and will be insulated brown or black duck canvas with a Brainerd Public Utilities insignia on the coat. The employee will be responsible to keep his/her own gear clean and in good repair at all times. The cold weather gear shall be kept at work at all times except for purposes of cleaning and/or repairs to the gear.

An employee when required to attend training by the Employer traveling to or from schooling apart from normal working hours shall be compensated straight time or F.L.S.A. requirement. (Whichever is greater)

6. Article VII – OVERTIME PAY

All hours in excess of the scheduled shift, the scheduled workweek, or in excess of forty (40) hours in a one week period will be paid at one and one-half (1–½) times their regular hourly rate. Prior to scheduling overtime, the overtime must be approved by the BPU Superintendent or designee.

All work on holidays will be paid two times (2x) the regular straight time rate of pay. Holiday pay will be paid for a twenty-four hour period for hours worked starting at ~~from~~ 7:00 AM ~~– 7:00 AM~~ the day of the holiday through 7:00 AM the following day ~~and will paid during the pay period in which the holiday falls~~.

7. Article X – VACATIONS

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. 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 rank 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.

8. Article XV – JOB POSTING AND TEMORARY VACANCIES

~~Vacancies within the Brainerd Public Utility Hydro Division will be filled in the following jurisdictional order: USW, IBEW, open to public.~~

Qualified employees from the bargaining unit who apply for a position shall be interviewed and considered along with other applicants. In the event that qualifications are determined to be equal, seniority shall be a tiebreaker. The Employer reserves the right to administer appropriate job-related oral and/or written testing to determine if an employee is qualified.

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 ~~30~~ 90 Calendar day trial period to determine if they accept or reject the position.

In the matter of filling vacancies and new positions coming within the terms of this Agreement and listed in ARTICLE XXV - WAGES, 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.

9. Article XVIII – LAY-OFFS

~~The~~ An employee covered by this bargaining agreement with the least classification seniority within each classification shall be first laid off. When recalling in 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. The recalled employee must report to work within two weeks after receipt of a certified letter from the City Administrator or designee requesting the employee returns to work. It is the responsibility of the employee to maintain an accurate mailing address for purposes of recall.

10. Article XX – INTERRUPTION OF WORK

The Union, its members and the employees covered hereby, individually or collectively, agree not to cause, condone directly or through inaction, or participate in any strike, picketing, slowdown, boycott or any other action which will interrupt or interfere in any way with operations of the Employer during the term of this Agreement. The Employer agrees that during the term of this Agreement it will not lock out any of the employees covered by this Agreement. The Employer retains the right to discipline or discharge any employee who violates this provision. ~~The Union shall not be responsible for damages to the Employer where the Union openly attempts to stop such strike, slowdown, etc.~~

11 . Article XXI – MANAGEMENT RIGHTS

~~The Employer has the right subject to the provisions of this Agreement, to manage the business, including the direction of the working force; the right to plan, direct and control plant and office operations; the right to introduce new or improved production and administration methods or facilities; the amount of supervision necessary; schedules of production; establishment of quality; increase or decrease in employment; making and enforcing reasonable rules to assure orderly, efficient and safe plant and office operations; determination of employee competency; the right to hire, transfer, demote and discharge or suspend for cause; are rights vested exclusively in the management of the Employer. Any of the rights the Employer had prior to the signing of this Agreement are retained by the Employer except those specifically modified by the Agreement and any supplementary agreements that may hereinafter be made. It is understood the Union does not surrender any of its rights to negotiate mandatory subjects of bargaining as provided under the Public Employment Labor Relations Act.~~

The Employer retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; including the transfer, alteration, curtailment or discontinuance of any services; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

The Employer has an obligation to meet and negotiate in good faith with the Union regarding changes in terms and conditions of employment enjoyed by the members of the Union at the present time which are not included in this Agreement as per Sec. 8 (179A.07) Subd. 2 of the Public Employment Labor Relations Act of 1971, as amended. The Union understands that the Employer is not required to meet and negotiate on matters of inherent managerial policy as provided for in Sec. 8 (179A.07) Subd. 1 of the Public Employment Labor Relations Act of 1971, as amended.

12. Article XXIII – LEAVE OF ABSENCE

~~The Employer upon request in writing to the BPU Superintendent may grant leaves of absences. Seniority will accrue during an approved leave.~~

Upon written request of any employee, approved by the employee's Department Head, 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 Article. Parental leave shall be granted according to applicable law.

The Employer may substitute unpaid FMLA leave with paid leave in accordance with the Brainerd Public Utilities' Policy.~~such as weekly indemnity or vacation time accrued over two (2) weeks.~~

Sick Leave. All full-time employees shall be credited with eight (8) hours of sick leave for each month worked. Sick leave accumulation shall be *960 hours* maximum. A physician's certificate may be required if in the opinion of the Employer it is deemed necessary. Eligibility for sick leave shall be credited from the original date of hire. Employees shall notify the Employer at or before their normal starting time on each day they are calling in sick, except when they have notified the Employer of a long-term absence by direction of treating physician. An employee may use personal sick leave benefits provided by the Employer for absence defined by MN Statute 181.9413.
~~due to illness of or injury to the employee's spouse, child, step child, father, mother, brother, sister, father-in-law, mother-in-law, grandparent or grandchild for such reasonable periods as the employee's attendance with the family member may be necessary, on the same terms the employee is able to use sick leave benefit for the employee's own illness or injury.~~

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 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 Brainerd Public Utilities after twenty (20) years of full-time service shall be entitled to 75% of their accumulated sick leave up to a maximum of 960 hours. The terms retirement and in good standing are defined in the in the Employer's Employee Policy Manual.

13. Article XXV – WAGES

~~Entered as part of this Agreement is the attached wage table for all job positions.~~

~~The following general wage increases will take effect as follows:~~

~~WAGES~~

	~~January 1, 2017~~	~~July 1, 2017~~	~~January 1, 2018~~
	~~1.5%~~	~~.5%~~	~~2%~~
~~Hydro Operator~~	~~$23.27~~	~~$23.39~~	~~$25.39~~
~~Hydro Operator/Mechanic~~	~~$26.92~~	~~$27.05~~	~~$29.17~~
~~Hydro Lead/Relief Operator~~	~~$27.43~~	~~$27.56~~	~~$29.69~~

Employees shall be compensated in accordance with the pay tables as attached and incorporated into this Agreement starting January 1, 2019 and marked as Appendix A.

Pay steps are based on satisfactory performance. For employees hired after January 1, 2019, step increases for employees will be effective the 1st of the month following eligibility. For employees hired prior to January 1, 2019, step increases shall become effective January 1 of each year. Progression through the pay steps will be accomplished by an annual review of employee performance. In order to advance to Step 7, an employee must be on Step 6 and obtain two "achieves expectations" and one "exceeds expectations" on their annual performance evaluation in any given three-year cycle beginning January 1, 2019. In order to advance to Step 8, an employee must be on Step 7 and obtain another "exceeds expectations" with two prior "achieves expectations" on their annual performance evaluation in any given three-year cycle.

New employees will generally start at Step 1. The City retains the sole discretion to start an employee at a higher step depending on qualifications and needs of the City. Progression through the pay steps will be as identified above.

Employees shall have no right under this Agreement to file a grievance regarding initial placement on the pay table. Denial or delay of a step increment shall be grievable through Step 3, but not arbitrable.

An appeal process is available to employees who disagree with the result of their annual performance review. To initiate the appeal process, an employee must request an appeal within seven (7) days of receiving the results of his/her annual performance review. The request must be submitted in writing and forwarded electronically to the BPU Superintendent and the HR Coordinator. The appeal request must clearly identify the specific portion(s) of the employee's performance review as well as the recommended remedy.

The appeal will be decided by a three (3) person panel consisting of: the Union Business Agent, a City Administration representative, and a third-party neutral from the MN Bureau of Mediation Services. This panel will hear up to a half hour of presentation from the employee and up to a half hour of presentation from the BPU Superintendent or designee. The panel will issue a decision the same day as the presentation, if possible, and in any event within five (5) business days from the presentation. The decision of the panel will be final and binding and will not be subject to the grievance procedure under this Agreement.

14. Article XXVI – Post Employment Health Care Savings Plan (HCSP)

Excess Sick Leave. In January of each year, any sick leave accrued over nine hundred sixty (960) hours from the previous year will be paid into the HCSP by the Employer calculated as follows:

1. All employees that accrue excess sick leave will have fifty percent (50%) of those hours converted into cash at the prior year's hourly rate and deposited in their HCSP account.

2. On January 1 of each year, any and all accumulated excess sick leave hours shall be zeroed out and a new accumulation started for the next compensation plan calculation.

3. It is understood that any sick leave used by the Employee throughout the year will be deducted from the nine hundred sixty (960) hour balance and that the Employee must

then earn back to the nine hundred sixty (960) hours before any hours are accumulated for purposes of the HCSP contribution.

15. Article XXVII – Insurance

Health Insurance. The Employer agrees to pay 80% of the family premium and 100% 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.

Long Term Disability and Life Insurance. After completion of the probationary period, employees shall be covered by a ~~$25,000.00~~ $35,000 Life Insurance Policy including Accidental Death and Dismemberment coverage and Long Term Disability coverage calling for fifty percent (50%) of salary after six (6) months of being absent from work due to illness or accident. Income will be protected for duration of disability up to age 65 years if necessary and totally disabled as certified by a physician. Cost of this benefit will be paid fully by the Employer.

16. Article XXVIII – Retirement Plan

All employees shall be enrolled into the Public Employees Retirement Association (PERA) as required by State law.

17. Retroactive pay to January 1, 2019 assuming the contract is approved by both parties by April 1, 2019.

18. <u>Health Plan MOU – Renew health insurance MOU (See Attachment).</u>

Memorandum of Understanding

This Memorandum of Understanding (hereinafter, "MOU") is entered into between the City of Brainerd (hereinafter, "City") and United Steelworkers, Local No 9230 Unit 09 (hereinafter "Union"), on behalf of the Brainerd Public Utilities bargaining unit.

WHEREAS, the City and Union are parties to a ~~2017-2018~~ 2019-2021 collective bargaining agreement (hereinafter, "CBA"), which in Article XXV – Wages provides for a wage and health insurance reopener.

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

A. **$1,000 Deductible Health Plan:**

I. The City will contribute 80% towards the family monthly premium.

II. City will contribute 95% towards the single monthly premium.

B. **Additional Employer HSA Contribution:**

I. The City will contribute to an employee's HSA Account if the city's family HDHP insurance coverage is elected as follows: ~~2017 & 2018~~: 2019 – 2021: $2137.50

II. The City will contribute to an employee's HSA Account if the city's single HDHP insurance coverage is elected as follows: ~~2017 & 2018:~~ 2019 – 2021: $1710

III. This additional employer contribution amount is pro-rated based on a monthly contribution.

IV. The City agrees to "front-load" the first three months contribution for all employees by January 31st. Thereafter (effective April 1st), the amount will return and remain as a monthly contribution.

C. **Opt-Out Election: The City will provide $315 per month to employees opting out of** health insurance.

City of Brainerd:

United Steel Workers, Local 9230 Unit 09:

_____

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

_____

~~Gerard Parzino~~, Gene Szondy, Staff Representative

Date:

Date:

RESOLUTION
No. :19

BE IT RESOLVED by the Council of the City of Brainerd that the hourly wages for the following City/BPU employees who are members of the United Steel Workers Local 9230 Unit 09 (Hydro) shall be based on the rates identified in the below eight-step grid.

2019-2021 USW (HYDRO) HOURLY RATES OF PAY

	Step 1	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*	*Step 7*	*Step 8*
Hydro Operator								
1/1/2019	26.95	28.30	29.64	30.99	32.34	33.68	35.04	36.38
1/1/2020	27.49	28.87	30.24	31.61	32.99	34.36	35.74	37.11
1/1/2021	28.31	29.73	31.14	32.56	33.98	35.39	36.81	38.22
Hydro Operator/Mechanic								
1/1/2019	28.56	30.00	31.42	32.86	34.28	35.70	37.14	38.56
1/1/2020	29.13	30.60	32.05	33.51	34.97	36.42	37.88	39.33
1/1/2021	30.01	31.52	33.01	34.52	36.01	37.51	39.02	40.51
Hydro Lead/Relief Operator								
1/1/2019	33.99	35.68	37.38	39.09	40.78	42.48	44.18	45.88
1/1/2020	34.67	36.40	38.13	39.87	41.60	43.33	45.06	46.80
1/1/2021	35.71	37.49	39.27	41.07	42.85	44.63	46.41	48.21

BE IT FURTHER RESOLVED that USW (Hydro) union members currently employed by the City/BPU will be placed in the following steps as of January 1, 2019:

United Steel Workers (Hydro)	
Name	**Step**
Diluzio	2
Mahady	2
Wise	2
Holtz	3
Levig	2

BE IT FURTHER RESOLVED that the above wage grid shall be incorporated into the USW Local 9230 Unit 09 2019-2021 Union Contract as Appendix A and the initial placement information will be incorporated as a Supplement to said Union Contract.

Adopted this ____ day of April, 2019.

_____
GABE JOHNSON
President of the Council

Approved this ____ day of April, 2019.

_____
EDWIN L. MENK
Mayor

ATTEST:_____
CASSANDRA TORSTENSON
City Administrator

City of Brainerd – IUOE Local #49 (Street) Union Final Terms
March 26, 2019

The following are tentative agreements reached between the City of Brainerd and the IUOE Local #49 (Street) Union during 2019-2020 contract negotiations:

1. **Article I. Recognition.**

Section 1. The City Council of the City of Brainerd, Minnesota, hereby agrees to recognize Local No. 49, International Union of Operating Engineers, as the bargaining representative of Employees in the Parks and Recreation Department; excluding supervisors, confidential and/or professional Employees.

2. **Article III. Seniority.**

~~Section 1. Seniority will be the determining criterion for promotions and layoffs only when all other qualification factors are equal.~~

Section ~~2~~ 1. There shall be a seniority list established which shall be based on Employees original date of hire within the Sewer and Street Department. This list shall be kept up to date and displayed on the proper bulletin board in the departments affected by this Agreement.

Section ~~3~~ 2. New Employees shall ~~be on a six (6)~~ serve a twelve (12) 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. The Employer may extend this probation for a period not to exceed ninety (90) days upon notice to the employee and Union. 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 V – Employment Rights – Grievance Procedure.

Section 3. All employees promoted from a bargaining unit classification to a higher 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 employee within 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.

Section 4. Employees shall, during the probationary period, accumulate paid leave as provided by Article X - Vacations and Article IV – 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.

~~After the probationary period, the employee shall receive the full rate and all fringe benefits~~ All Employees who have ~~six (6)~~ twelve (12) months or more of continuous service shall be considered regular Employees.

Section ~~4~~ 5. In the event of a job opening, the job shall be announced by bulletin for a period of five (5) working days and the most senior permanent qualified Employee shall be given opportunity to step up for promotion.

Section ~~5~~ 6. In the event of a lay off, Employees covered by this bargaining agreement with the least seniority shall be the first to be laid off, providing the Employees remaining on the payroll are qualified to perform the work remaining to be done. In the event of rehire, the last Employee laid off shall be the first to be rehired, providing the Employee is qualified to perform the work assignments. The recalled employee must report to work within two weeks after receipt of a certified letter from the City Administrator or designee requesting the employee returns to work. It is the responsibility of the employee to maintain an accurate mailing address for purposes of recall.

No ~~permanent~~ regular Employee shall be ~~sent home~~ laid off while temporary Employees are working.

Section ~~6.~~ 7. Ten (10) business days notice will be given to all permanent Employees to be laid off, and ten (10) business days notice will be required of any Employee ~~leaving the service voluntarily~~ that resigns or retires in good standing. The terms retirement and in good standing are defined in the in the City's Employee Policy Manual. When unforeseen conditions arise affecting the above provisions, the same may be modified.

3. **Article IV. Sick Leave and Other Leaves of Absence.**

Section 1. All ~~permanent~~ regular Employees shall be credited with eight (8) hours of sick leave for each month worked. Sick leave may be used for the purposes provided in MN Statute 181.9413, as amended. Sick leave accumulation shall be a maximum of Nine Hundred Sixty (960) hours. A physician's certificate may be required, if in the opinion of the department head, it is deemed necessary. Eligibility for sick leave shall be credited from the original date of hire without a break in service. Any sick leave ~~accrual~~ accrued over 960 hours can, on a calendar year basis, be paid into a deferred compensation plan by the Employer subject to applicable law and ~~provided that the amount is matched dollar for dollar by the Employee~~ calculated as follows:

4. **Article VI. Worker's Compensation Option.**

In the event an Employee is injured during employment, the Employee, at the Employee's option, may be paid the difference between the Employee's regular wages and amount received from Worker's Compensation to the extent of said Employee's available sick leave. The Employee's sick leave shall be prorated according to the necessary wages taken from the Employee's sick leave accumulation, to the nearest one-fourth (1/4) ~~day~~ hour.

5. **Article VII. Severance Pay.**

~~Effective December 1st 2002~~ I.U.O.E. Local 49 (Street and Sewer Department) employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (~~PE~~HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement Systems Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post-retirement healthcare savings plan account, unless in the event of death, contributions owed but not paid to HCSP will be paid to the estate.

All employees eligible for the severance payment will contribute 100% of their severance into the MN State Retirement System ~~Health Care Savings Plan (~~HCSP~~)~~. In addition, any eligible employee that participates in the City of Brainerd's Early Retirement Incentive Program will contribute 100% of the City's ERIP payment into the HCSP.

6. **Article IX. Hours of Work – Conditions.**

Section 1. Eight or ten (8 or 10) hours per day shall constitute a regular day's work, Monday through Friday. All time worked in excess of the scheduled shift and on Saturday shall be paid for at one and one-half (1-1/2) times the regular hourly rate. Prior to scheduling overtime, the overtime must be approved by the City Engineer or designee. The regular work day will start at seven (7:00) A.M. to twelve (12:00) noon and from twelve-thirty (12:30) P.M. to three-thirty (3:30) P.M.

~~Effective July 1, 1998, a~~ All time worked before six (6:00) A.M. and after three-thirty (3:30) P.M. on a regular work day shall be paid for at one and one-half (1-1/2) times the regular rate, with the exception of the painting and sweeping crew. The painting and sweeping crew shall receive one and one-half (1-1/2) times the regular hourly rate after an eight (8) hour work day and on Saturday. Schedule will be posted on bulletin board by Department Head.

Section 5. Overtime shall be paid on one-fourth (1/4) hour increments. In no case shall hours paid at the overtime and/or premium rate be pyramided, compounded or paid twice for the overtime calculation.

Section 8. Effective January 1, 2019, ~~A~~an Employee's personal items such as watches and prescription ~~eyeglasses~~ eyewear, which are damaged or destroyed during the course of work shall be reimbursed by the Employer for the value of the item damaged, up to ~~$150.00 per Employee annually~~ up to $450 in a three (3) year timeframe.

7. **Article X. Vacations.**

Section 3. Years of service for each Employee shall be computed on the basis of each Employee's anniversary of the original date of employment without a break in service.

8. **Article XI. Wages**

~~Section 1. In accordance with this 2017-2018 collective bargaining agreement following is the hourly pay schedule through 12/31/18:~~

~~CLASSIFICATION~~	~~HOURLY RATES~~		
	~~1/1/2017 1.50%~~	~~7/1/2017 – 0.50%~~	~~1/1/2018 2.00%~~
~~Street and Sewer Foreman~~	~~$32.81~~	~~$32.98~~	~~$33.64~~
~~Maintenance III~~ ~~Blade Operator/Mechanic/Heavy Equipment Operator/Sewer Lead Person~~	~~$26.27~~	~~$26.40~~	~~$26.92~~
~~Maintenance II~~	~~$24.25~~	~~$24.37~~	~~$24.86~~
~~Maintenance I~~	~~$22.31~~	~~$22.42~~	~~$22.87~~

Section 1. Wage Grid.

All employees hired and/or promoted on or after January 1, 2019, shall be compensated in accordance with the pay tables as attached and incorporated into this Agreement and marked as Appendix A.

Pay steps are based on satisfactory performance. For employees hired after January 1, 2019, step increases for employees will be effective the 1st of the month following eligibility. For employees hired prior to January 1, 2019, who elect to be paid in accordance with this Section (as provided in Section 2), step increases shall become effective January 1 of each year. Progression through the pay steps will be accomplished by an annual review of employee performance. In order to advance to Step 7, an employee must be on Step 6 and obtain two "achieves expectations" and one "exceeds expectations" on their annual performance evaluation in any given three-year cycle beginning January 1, 2019. In order to advance to Step 8, an employee must be on Step 7 and obtain another "exceeds expectations" with two prior "achieves expectations" on their annual performance evaluation in any given three-year cycle.

New employees will generally start at Step 1. The City retains the sole discretion to start an employee at a higher step depending on qualifications and needs of the city. Progression through the pay steps will be as identified above.

If any employee subject to this Agreement and employed by the City as of January 1, 2019, is promoted to the Street and Sewer Foreman position by the City Council on or before December

31, 2020, the promoted employee will be placed on Step 4 of the Street & Sewer Foreman wage grid, as described in Appendix A. Employees promoted to the Street and Sewer Foreman position on or after January 1, 2021, shall be placed on the wage grid as with new hires and other promotions.

Employees shall have no right under this Agreement to file a grievance regarding initial placement on the pay table. Denial or delay of a step increment shall be grievable through Step 3, but not arbitrable.

An appeal process is available to employees who disagree with the result of their annual performance review. To initiate the appeal process, an employee must request an appeal within seven (7) days of receiving the results of his/her annual performance review. The request must be submitted in writing and forwarded electronically to their applicable Department Head and the HR Coordinator. The appeal request must clearly identify the specific portion(s) of the employee's performance review as well as the recommended remedy.

The appeal will be decided by a three (3) person panel consisting of: the Union Business Agent, a City Administration representative, and a third-party neutral from the MN Bureau of Mediation Services. This panel will hear up to a half hour of presentation from the employee and up to a half hour of presentation from the applicable Department Head or designee. The panel will issue a decision the same day as the presentation, if possible, and in any event within five (5) business days from the presentation. The decision of the panel will be final and binding and will not be subject to the grievance procedure under this Agreement.

Section 2. Employees Hired Before January 1, 2019.

Employees hired before January 1, 2019, must make a one-time election to be paid in accordance with either: (1) Section 1 of this Agreement and the pay table marked as Appendix A; or (2) this Section 2 of the Agreement. In order to make the election, an employee must inform the HR Coordinator, in writing (e-mail is acceptable, but not text message), of his or her choice no later than 4:30 p.m. on April 12, 2019. Once the election is made, it is **irrevocable** and cannot be changed at a later date.

If an employee does not notify the HR Coordinator by 4:30 p.m. on April 12, 2019, the employee will be deemed to have elected to be paid in accordance with Section 1 of this Agreement and the pay table marked as Appendix A. Such election by default is also **irrevocable** and cannot be changed at a later date.

Employees electing to be paid pursuant to this Section 2 will be paid as follows:

CLASSIFICATION	3% 1/1/19	3% 1/1/20
Street and Sewer Foreman	$34.65	$35.69

Maintenance IIII Blade Operator/Mechanic/Heavy Equipment Operator/Sewer Lead Person	$27.73	$28.56
Maintenance II	$25.61	$26.38
Maintenance I	$23.56	$24.27

Section 3. ~~2. The following longevity schedule will become effective January 1, 2009.~~ Longevity pay for employees hired before January 1, 2019, and electing to be paid pursuant to Section 2 of this Agreement will be paid according to the following schedule:

After 8 years	2.0%
After 12 years	3.0%
After 16 years	4.0%
After 20 years	5.0%

The longevity amounts will be adjusted by the negotiated annual wage adjustment.

Employees paid pursuant to Section 1 of this Agreement will not receive longevity pay increases pursuant to Section 2.

Section ~~3~~ 4. No Employee shall be reduced in pay scale when performing work of a lower pay classification.

Section ~~4~~ 5. Employees assigned work of a higher paid classification shall receive the rate for that classification while actually working at the higher classification. For purposes of this Section, if an employee is paid pursuant to Section 1 of this Article, he or she will be paid for work assigned at a higher classification as though the employee were on the same step at the higher classification on the wage grid attached to the Agreement as Appendix A. For example, if the employee is currently on Step 5 in his or her position and is assigned work of a higher paid classification, he or she will receive the Step 5 wage for the higher classification while actually working at the higher classification.

Section ~~5~~ 6. When the Street and Sewer Foreman for the Street Department is absent for an entire day or more, the City Engineer or acting department head, will appoint an employee as acting supervisor. The acting Supervisor will receive 90% of the Street and Sewer Foreman's base wage rate.

~~Section 6. All new Employees shall receive twenty cents ($.20) per hour less during their probationary period. for the first six (6) months of employment. After the probationary period, they shall receive the full rate and all fringe benefits.~~

Section 7. City to pay for a successful CDL license renewal and an additional $.20/hr ~~more~~ for boiler and ~~weed~~ pesticide applicator licenses. Employees are eligible to receive this additional

license pay only when the assigned work requires this licensure ~~and only paid when working with license~~.

Section 9. A Maintenance I employee shall be paid the Maintenance II rate when operating the Sewer Camera Televising Equipment. This does not include driving to and from the worksite and/or setup.

Section 10. Maintenance I or Maintenance II employees shall receive Maintenance III wages when operating the Vactor. This only applies when the Vactor is activated.

9. **Article XII. Hospitalization.**

Section 1. The City of Brainerd Street Department employees will participate in the Operating Engineers Local #49 Health and Welfare Fund as long as those individuals are members of Local #49 ~~or fair share~~ employees. Effective January 1, ~~2017~~ 2019 through December 31, ~~2018~~ 2020, Local #49 Health and Welfare fund premiums shall be paid by the City of Brainerd at the rate of 100% (one —hundred percent), as long as the premium does not cost the City of Brainerd more money than the City is paying for its base health insurance plan premium for other union non-supervisory City employees. Should the city's contribution to hospitalization increase, the Street and Sewer department employees will receive that increase. The city contribution amount will not fall below the capped dollar amount of ~~$1,170.00~~ $1,240.00 per month. If the bargaining unit wants to return to the City of Brainerd's health insurance plan, they may do so after the contract expires at the cost and percentage as the other City employees.

10. **Article XVI. Period of Agreement – Approval**

Section 2. This Agreement, when signed by the proper officials of the City of Brainerd and Local Union # 49 and approved by the Union, shall become effective as of January 1, ~~2017~~ 2019 except as noted herein, 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 legal notice of 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.

11. **Article XIV. Check-Off of Dues**

Section 1. ~~Dues shall be deducted from the paycheck of each Employee who has signed an authorization payroll deduction card, a sum certified by the Secretary of Local # 49 which are the Union Dues. Deduction will be made from the payroll period at the beginning of each month and the total dues will be delivered to the Treasurer of Local # 49. Deduction may be terminated by the Employee giving thirty (30) days written notice to the City Administrator/Clerk-Treasurer and the Union, or upon termination of employment.~~ The EMPLOYER shall only deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly IUOE dues. Such monies shall be remitted to the union monthly.

Section 2. The Union agrees to indemnify, defend and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the City as a result of any action taken or not taken by the City under the provisions of this Article.

12. **Retro Pay.**

2019 pay will be retroactive to January 1, 2019, if the union ratifies this contract settlement by 3/31/19.

13. **Wage Grid Options:**

The City needs clarification if the Union wants:

- Steps 1 – 5 (keep longevity as provided in the current contract).
- Steps 1 – 6 (Step 6 replaces longevity).
- Steps 1 – 8 (full wage grid).

The City is willing to make this a three-year contract if 100% of the employees within this group, excluding the Street Foreman, elect the wage grid. If this would occur, the Wage Grid COLA adjustment would be 2%, 2%, and 2% for 2019, 2020, and 2021 respectively. Please note the Street Foreman would be grandfathered in so he would continue to receive the same COLA adjustment to his legacy "base" wage as offered to the rest of the group throughout the contract; however, when the employee leaves, his replacement would be placed on the wage grid.

RESOLUTION
No. :19

BE IT RESOLVED by the Council of the City of Brainerd to set the hourly wages for City employees who are members of the IUOE Local #49 (Street) Union as provided in its 2019 – 2020 Union Contract as described below.

Below is the 2019 - 2020 eight-step wage grid referenced above, and incorporated in Article XI, Section 1, as approved by the Council:

Street Maint I	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	20.29	21.31	22.32	23.33	24.35	25.36	26.38	27.39
1/1/2020	20.69	21.73	22.76	23.79	24.83	25.86	26.91	27.94
Street Maint II	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	21.94	23.04	24.14	25.24	26.34	27.43	28.53	29.62
1/1/2020	22.38	23.50	24.63	25.74	26.86	27.98	29.10	30.21
Street Maint III	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	24.65	25.89	27.12	28.36	29.59	30.82	32.06	33.28
1/1/2020	25.15	26.41	27.66	28.92	30.18	31.44	32.70	33.95
Street Foreman	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	27.16	28.52	29.88	31.23	32.60	33.96	35.31	36.67
1/1/2020	27.71	29.09	30.47	31.86	33.25	34.64	36.02	37.40

Below are the 2019 – 2020 base hourly wages referenced above, and incorporated in Article XI, Section 2, as approved by the Council:

CLASSIFICATION	3% 1/1/19	3% 1/1/20
Street and Sewer Foreman	$34.65	$35.69
Maintenance IIII Blade Operator/Mechanic/Heavy Equipment Operator/Sewer Lead Person	$27.73	$28.56
Maintenance II	$25.61	$26.38
Maintenance I	$23.56	$24.27

BE IT FURTHER RESOLVED that consistent with the Union Contract, union employees hired before January 1, 2019, must make a one-time election to be paid in accordance with either: (1) Article XI, Section 1, of the Union Contract (eight-step wage grid); or (2) Article XI, Section 2, of the Union Contract detailing a base wage adjustment. Said election must be made by April 12, 2019, and once the election is made, it is **irrevocable** and cannot be changed at a later date. If an employee elects the wage grid, the employee's initial placement on the wage grid will be identified as a Supplement to the union contract.

Adopted this ____ day of April, 2019.

_____
GABE JOHNSON
President of the Council

Approved this ____ day of April, 2019.

_____
EDWIN L. MENK
Mayor

ATTEST:_____
CASSANDRA TORSTENSON
City Administrator

City of Brainerd – IUOE Local #49 (Parks) Union Final Terms
March 21, 2019

The following are tentative agreements reached between the City of Brainerd and the IUOE Local #49 (Parks) Union during 2019-2020 contract negotiations:

1. **Article I. Recognition.**

Section 1. The City Council of the City of Brainerd, Minnesota, hereby agrees to recognize Local No. 49, International Union of Operating Engineers, as the bargaining representative of Employees in the Parks and Recreation Department; excluding supervisors, confidential and/or professional Employees.

2. **Article III. Seniority.**

~~Section 1. Seniority will be the determining criterion for promotions and layoffs only when all other qualification factors are equal.~~

Section ~~2~~ 1. There shall be a seniority list established for the Parks department which shall be based on the Employees original date of hire within the department. This list shall be kept up to date and displayed on the proper bulletin board in the department affected by this Agreement.

Section ~~3~~ 2. New Employees shall ~~be on a six (6)~~ serve a twelve (12) 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. The Employer may extend this probation for a period not to exceed ninety (90) days upon notice to the employee and Union. 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 V – Employment Rights – Grievance Procedure.

Section 3. All employees promoted from a bargaining unit classification to a higher 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 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.

Section 4. Employees shall, during the probationary period, accumulate paid leave as provided by Article VI - Vacations and Article XIV – 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.

~~After the probationary period, the employee shall receive the full rate and all fringe benefits~~ All Employees who have ~~six (6)~~ twelve (12) months or more of continuous service shall be considered regular Employees.

Section ~~4~~ 5. In the event of a job opening, the job shall be announced by bulletin for a period of five (5) working days~~ and the most senior permanent qualified Employee shall be given opportunity to step up for promotion.~~ Qualified employees from the bargaining unit who apply for a position shall be interviewed and considered along with other applicants. In the event that qualifications are determined to be equal, seniority shall be a tiebreaker for promotions and layoffs.

Section ~~5~~ 6. In the event of a lay off, Employees covered by this bargaining agreement with the least seniority shall be the first to be laid off, providing the Employees remaining on the payroll are qualified to perform the work remaining to be done. In the event of rehire, the last Employee laid off shall be the first to be rehired, providing the Employee is qualified to perform the work assignments. The recalled employee must report to work within two weeks after receipt of a certified letter from the City Administrator or designee requesting the employee returns to work. It is the responsibility of the employee to maintain an accurate mailing address for purposes of recall.

No ~~permanent~~ regular Employee shall be ~~sent home~~ laid off while temporary Employees are working.

Section ~~6.~~ 7. Ten (10) business days notice will be given to all permanent Employees to be laid off, and ten (10) business days notice will be required of any Employee ~~leaving the service voluntarily~~ that resigns or retires in good standing. The terms retirement and in good standing are defined in the in the City's Employee Policy Manual. When unforeseen conditions arise affecting the above provisions, the same may be modified.

3. **Article IV. Sick Leave and Other Leaves of Absence.**

Section 1. All ~~permanent~~ regular Employees shall be credited with eight (8) hours of sick leave for each month worked. Sick leave may be used for the purposes provided in MN Statute 181.9413, as amended. Sick leave accumulation shall be a maximum of Nine Hundred Sixty (960) hours. A physician's certificate may be required, if in the opinion of the department head, it is deemed necessary. Eligibility for sick leave shall be credited from the original date of hire without a break in service. Any sick leave ~~accrual~~ accrued over 960 hours can, on a calendar year basis, be paid into a deferred compensation plan by the Employer provided that the amount is matched dollar for dollar by the Employee calculated as follows:

4. **Article VI. Worker's Compensation Option.**

In the event an Employee is injured during employment, the Employee, at the Employee's option, may be paid the difference between the Employee's regular wages and amount received from

Worker's Compensation to the extent of said Employee's available sick leave. The Employee's sick leave shall be prorated according to the necessary wages taken from the Employee's sick leave accumulation, to the nearest one-fourth (1/4) ~~day~~ hour.

5. **Article VII. Severance Pay.**

~~Effective December 1St 2002~~ I.U.O.E. Local 49 (Parks and Recreation Department) employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (~~PE~~HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement Systems Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post-retirement healthcare savings plan account, unless in the event of death, contributions owed but not paid to HCSP will be paid to the estate.

All employees eligible for the severance payment will contribute 100% of their severance into the MN State Retirement System ~~Health Care Savings Plan (~~HCSP~~)~~. In addition, any eligible employee that participates in the City of Brainerd's Early Retirement Incentive Program will contribute 100% of the City's ERIP payment into the HCSP.

6. **Article IX. Hours of Work – Conditions.**

Section 2. Work performed on the following holidays or days observed as such, if no one from the crew is scheduled to work on the actual holiday, shall be compensated for at the rate of double time: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day or days observed as such.

Section 4. Prior to scheduling overtime, the overtime must be approved by the Park Director or designee. Overtime shall be paid on one-fourth (1/4) hour increments. In no case shall hours paid at the overtime and/or premium rate be pyramided, compounded or paid twice for the overtime calculation.

Section 6. 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 cold weather choppers for outdoor flooding and one set of insulated cold weather outerwear at a frequency of no greater that once every 36 months, unless damaged beyond repair and at the discretion of the Park and Recreation Director. The cold weather gear will consist of three pieces - a coat, a vest, and a bib overall and will be insulated black canvas or can be ANSI Safety/Reflective, with a City of Brainerd insignia on the coat. The Employee will be responsible to keep their own gear clean and in good repair at all times, except for the purpose of cleaning and/or repair to the gear.

Section 7. Effective January 1, 2019, ~~A~~an Employee's personal items such as watches and prescription ~~eyeglasses~~ eyewear, which are damaged or destroyed during the course of work

shall be reimbursed by the Employer for the value of the item damaged, up to ~~$150.00 per Employee annually~~ up to $450 in a three (3) year timeframe.

7. **Article X. Vacations.**

Section 3. Years of service for each Employee shall be computed on the basis of each Employee's anniversary of the original date of employment without a break in service.

8. **Article XI. Wages**

~~**Section 1.** In accordance with this 2017 & 2018 collective bargaining agreement the following is the hourly pay schedule through 12/31/18:~~

~~CLASSIFICATION~~	~~HOURLY RATES~~	~~HOURLY RATES~~	~~HOURLY RATES~~
	~~1/1/2017 – 1.5%~~	~~7/1/2017 – 0.5%~~	~~1/1/2018 – 2.0%~~
~~Parks Maintenance~~	~~$22.31~~	~~$22.42~~	~~$22.87~~
~~Park Maintenance Foreman~~	~~$27.56~~	~~$27.70~~	~~$28.25~~

Section 1. Wage Grid.

All employees hired and/or promoted on or after January 1, 2019, shall be compensated in accordance with the pay tables as attached and incorporated into this Agreement and marked as Appendix A.

Pay steps are based on satisfactory performance. For employees hired after January 1, 2019, step increases for employees will be effective the 1st of the month following eligibility. For employees hired prior to January 1, 2019, who elect to be paid in accordance with this Section (as provided in Section 2), step increases shall become effective January 1 of each year. Progression through the pay steps will be accomplished by an annual review of employee performance. In order to advance to Step 7, an employee must be on Step 6 and obtain two "achieves expectations" and one "exceeds expectations" on their annual performance evaluation in any given three-year cycle beginning January 1, 2019. In order to advance to Step 8, an employee must be on Step 7 and obtain another "exceeds expectations" with two prior "achieves expectations" on their annual performance evaluation in any given three-year cycle.

New employees will generally start at Step 1. The City retains the sole discretion to start an employee at a higher step depending on qualifications and needs of the city. Progression through the pay steps will be as identified above.

Employees shall have no right under this Agreement to file a grievance regarding initial placement on the pay table. Denial or delay of a step increment shall be grievable through Step 3, but not arbitrable.

An appeal process is available to employees who disagree with the result of their annual performance review. To initiate the appeal process, an employee must request an appeal within

seven (7) days of receiving the results of his/her annual performance review. The request must be submitted in writing and forwarded electronically to their applicable Department Head and the HR Coordinator. The appeal request must clearly identify the specific portion(s) of the employee's performance review as well as the recommended remedy.

The appeal will be decided by a three (3) person panel consisting of: the Union Business Agent, a City Administration representative, and a third-party neutral from the MN Bureau of Mediation Services. This panel will hear up to a half hour of presentation from the employee and up to a half hour of presentation from the applicable Department Head or designee. The panel will issue a decision the same day as the presentation, if possible, and in any event within five (5) business days from the presentation. The decision of the panel will be final and binding and will not be subject to the grievance procedure under this Agreement.

Section 2. Employees Hired Before January 1, 2019.

Employees hired before January 1, 2019, must make a one-time election to be paid in accordance with either: (1) Section 1 of this Agreement and the pay table marked as Appendix A; or (2) this Section 2 of the Agreement. In order to make the election, an employee must inform the HR Coordinator, in writing (e-mail is acceptable, but not text message), of his or her choice no later than 4:30 p.m. on April 12, 2019. Once the election is made, it is **irrevocable** and cannot be changed at a later date.

If an employee does not notify the HR Coordinator by 4:30 p.m. on April 12, 2019, the employee will be deemed to have elected to be paid in accordance with Section 1 of this Agreement and the pay table marked as Appendix A. Such election by default is also **irrevocable** and cannot be changed at a later date.

Employees electing to be paid pursuant to this Section 2 will be paid as follows:

Classification	3% 1/1/19	3% 1/1/20
Parks Maintenance	$23.56	$24.27
Parks Maintenance Foreman	$29.10	$29.97

Section 3. ~~2. The following longevity schedule will become effective January 1, 2009.~~ Longevity pay for employees hired before January 1, 2019, and electing to be paid pursuant to Section 2 of this Agreement will be paid according to the following schedule:

After 8 years	2.0%
After 12 years	3.0%
After 16 years	4.0%
After 20 years	5.0%

The longevity amounts will be adjusted by the negotiated annual wage adjustment.

Employees paid pursuant to Section 1 of this Agreement will not receive longevity pay increases pursuant to Section 2.

Section ~~3~~ 4. No Employee shall be reduced in pay scale when performing work of a lower pay classification.

Section ~~4~~ 5. Employees assigned work of a higher paid classification shall receive the rate for that classification while actually working at the higher classification.

~~**Section 5.** All new Employees shall receive twenty cents ($.20) per hour less for the first six (6) months of employment. After the probationary period, they shall receive the full rate and all fringe benefits.~~

Section 6. When the Park Maintenance Foreman for the Park and Recreation Department is absent for an entire day or more, the Director of Parks and Recreation or acting department head, ~~will~~ may appoint an employee as acting supervisor. The acting Supervisor will receive 90% of the Park Maintenance Foreman's base wage rate while actually working as the Acting Foreman.

For the purposes of calculating the acting supervisory pay under this provision, the Maintenance Foreman shall not be considered absent for an entire day if he/she reports to work any time during his regular shift ~~any time present at work in a shift by the Maintenance Supervisor and the Director of Parks and Recreation is considered a full shift.~~

Section 7. When Parks and Recreation maintenance employees are assigned the Operator of Maintenance II Vehicles or Equipment, said assigned Park Department employee will receive the higher paid classification (Maintenance II) rate as noted in Article XI of the Street and Sewer Department Union Contract. The assignment shall be by seniority and qualifications.

NOTE: In the past, Section 7 was a separate Memorandum of Understanding that has now been incorporated into the union contract.

9. **Article XII. Hospitalization.**

Section 1. The City of Parks and Recreation Department employees will participate in the Operating Engineers Local #49 Health and Welfare Fund as long as those individuals are members of Local #49 ~~or fair share~~ employees. Effective January 1, ~~2017~~ 2019 through December 31, ~~2018~~ 2020, Local #49 Health and Welfare fund premiums shall be paid by the City of Brainerd at the rate of 100% (one —hundred percent), as long as the premium does not cost the City of Brainerd more money than the City is paying for its base health insurance plan premium for other union non-supervisory City employees.

Should the city's contribution to hospitalization increase, the Parks and Recreation Department employees will receive that increase. The city contribution amount will not fall below the capped dollar amount of ~~$1,170.00~~ $1,240.00 per month. If the bargaining unit wants to return to the City of Brainerd's health insurance plan, they may do so after the contract expires at the cost and percentage as the other City employees.

10. **Article XVI. Period of Agreement - Approval**

Section 2. This Agreement, when signed by the proper officials of the Parks and Recreation Department, City of Brainerd and Local Union # 49 and approved by the Union, shall become effective as of January 1, ~~2017~~ 2019 except as noted herein, 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 legal notice of 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.

11. **Article XIV. Check-Off of Dues**

Section 1. ~~Dues shall be deducted from the paycheck of each Employee who has signed an authorization payroll deduction card, a sum certified by the Secretary of Local # 49 which are the Union Dues. Deduction will be made from the payroll period at the beginning of each month and the total dues will be delivered to the Treasurer of Local # 49. Deduction may be terminated by the Employee giving thirty (30) days written notice to the City Administrator/Clerk-Treasurer and the Union, or upon termination of employment.~~ The EMPLOYER shall only deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly IUOE dues. Such monies shall be remitted to the union monthly.

Section 2. The Union agrees to indemnify, defend and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the City as a result of any action taken or not taken by the City under the provisions of this Article.

12. **Retro Pay.**

2019 pay will be retroactive to January 1, 2019, if the union ratifies this contract settlement by 3/31/19.

13. **Wage Grid Options:**

The City needs clarification if the Union wants:

- Steps 1 – 5 (keep longevity as provided in the current contract).
- Steps 1 – 6 (Step 6 replaces longevity).
- Steps 1 – 8 (full wage grid).

The City is willing to make this a three-year contract if 100% of the employees within this group elect the wage grid. The Wage Grid COLA adjustment would be 2%, 2%, and 2% for 2019, 2020, and 2021 respectively. This would also include the wage adjustment previously discussed for Park Maintenance employee Scott Belisle to split his 2020 wage adjustment so $.30 would be received in 2019 and $.31 would be received in 2020.

RESOLUTION
No. :19

BE IT RESOLVED by the Council of the City of Brainerd to set the hourly wages for City employees who are members of the IUOE Local #49 (Parks) Union as provided in its 2019 – 2020 Union Contract as described below.

Below is the 2019 - 2020 eight-step wage grid referenced above, and incorporated in Article XI, Section 1, as approved by the Council:

Park Maintenance	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	19.11	20.07	21.03	21.99	22.94	23.90	24.86	25.81
1/1/2020	19.49	20.47	21.45	22.43	23.40	24.38	25.36	26.33
Parks Foreman	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	24.65	25.89	27.12	28.36	29.59	30.82	32.06	33.28
1/1/2020	25.14	26.41	27.66	28.93	30.18	31.44	32.70	33.95

Below is the 2019 – 2020 base hourly wages referenced above, and incorporated in Article XI, Section 2, as approved by the Council:

Classification	3% 1/1/19	3% 1/1/20
Parks Maintenance	$23.56	$24.27
Parks Maintenance Foreman	$29.10	$29.97

BE IT FURTHER RESOLVED that consistent with the Union Contract, union employees hired before January 1, 2019, must make a one-time election to be paid in accordance with either: (1) Article XI, Section 1, of the Union Contract (eight-step wage grid); or (2) Article XI, Section 2, of the Union Contract detailing a base wage adjustment. Said election must be made by April 12, 2019, and once the election is made, it is **irrevocable** and cannot be changed at a later date. If an employee elects the wage grid, the employee's initial placement on the wage grid will be identified as a Supplement to the union contract.

Adopted this ____ day of April, 2019.

_____
GABE JOHNSON
President of the Council

Approved this ____ day of April, 2019.

_____
EDWIN L. MENK
Mayor

ATTEST:_____
CASSANDRA TORSTENSON
City Administrator

City of Brainerd – IBEW Local #31 (Administrative Support) Union Final Terms
March 12, 2019

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

1. ARTICLE I – GENERAL CONDITIONS

1.1 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 IX - WAGES 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 IX - WAGES are for informational purposes only.~~ The following employees will be excluded from union membership/benefits:

~~1.4 The City agrees to cooperate with Local Union #31 in its effort to collect voluntary C.O.P.E. funds by providing payroll deductions. These deductions shall be administered in the same manner as union dues. A minimum of five (5) employees must commit for the term of the contract for the City to collect voluntary C.O.P.E. funds.~~

1.4 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 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.

1.5 **DEFINITIONS**

Section 1. **Employee.** A member of the exclusively recognized bargaining unit.

Section 2. **Employer**. The City of Brainerd, Minnesota.

Section 3. **Bargaining unit employee.** A regular employee in a classified bargaining unit position.

Section 4. **Bargaining unit position.** A job classification included in the bargaining unit pursuant to Article 1, General Conditions, 1.1.

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

> Regular Full-time employee: An employee in a classified bargaining unit position who is regularly scheduled to work forty (40) hours per week and has successfully completed the probationary period.

Regular Part-time employee: An employee in a classified bargaining unit position who is regularly scheduled to work at least thirty (30) hours per week and less than forty (40) hours per week and has successfully completed the probationary period.

Section 6. **Days.** Except as indicated otherwise in the Agreement, all references to days are calendar days.

2. Article III – VACATION

3.1 Vacation leave may be taken after approval by the Department Head or their designee. Vacation leave will be granted in not less than one-quarter hour units. No employee shall be allowed vacation leave until after completion of the initial probationary period except for special circumstances made known at the time of hiring and must be approved by the Department Head. .

~~3.1.1 Length of service for the purpose of determining vacations is calculated from the date of hire with the City . Part-time employees years of service will be prorated based on full-time equivalency.~~

3.1.4 Years of service for each full-time employee shall mean consecutive employment as a full-time employee and shall be computed on the basis of each employee's anniversary of the original date of employment without a break in service. 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 rank and their seniority status. The EMPLOYER will not allow bumping of another employee's requested time off after the request from a lower seniority employee within the same classification has been approved for ~~one month~~ 30 days. 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.

3. ARTICLE IV - SICK LEAVE AND OTHER LEAVES OF ABSENCE

4.1 Sick Leave. All full-time employees shall be credited with (8) hours of sick leave for each month worked. Sick leave accumulation shall be 960 hours maximum. Any accrual that could have been earned beyond the maximum shall be forfeited unless paid as excess sick leave as noted below in the Post Employment Health Care Savings Plan section of the Article~~. In the event the excess sick leave is used, the accumulation from then on will be 960 hours.~~ A physician's certificate may be required if in the opinion of the EMPLOYER it is deemed necessary. Eligibility for sick leave shall be credited from the original date of hire without a break in service including resignation, termination, retirement and other employment separation. Employees shall notify the Employer at or before their normal starting time on each day they are calling in sick, except when they have notified the Employer of a long-term absence by direction of treating physician.

4.2 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 960 hours, upon retirement or if they become disabled so they must terminate employment, with written proof by a physician. In the event of death, severance pay shall be paid to the beneficiary. An employee who leaves their employment in good standing with the City after 20 years of service shall receive 75% of

their unused sick leave accrual balance up to 960 hours. In addition, when an employee leaves City employment in good standing, he or she shall be paid in full for accumulated vacation and comp time. The terms retirement and in good standing are defined in the in the City's Employee Policy Manual.

4.3 Post Employment Health Care Savings Plan. The IBEW Local 31 member employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's ~~post employment health care savings plan~~ HCSP, unless in the event of death, contributions owed but not paid to HCSP will be paid to the estate.

Subd. 1. Excess Sick Leave: Any sick leave accrual over 960 hours can, on a calendar year basis, be paid into a ~~Post Employment Health Care Savings Plan~~ HCSP by the Employer calculated as follows:

~~A.~~ 1. The amount of funds transferred into a ~~Post Employment Health Care Savings Plan~~ HCSP shall be calculated at the prior year's hourly rate of 50% of the sick leave hours over 960 calculated from the prior year.

~~B.~~ 2. On January 1st of each year, any and all accumulated sick leave hours over 960 shall be zeroed out and a new accumulation started for the next compensation plan calculation.

~~C.~~ 3. It is understood that any sick leave used by the Employee throughout the year will be deducted from the 960 hour balance and that the Employee must then earn back to the 960 hours before any hours are accumulated for purposes of the ~~Post Employment Health Care Savings Plan~~ HCSP contribution.

~~Post Employment Health Care (HCSP). The IBEW Local 31 member employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post employment health care savings plan account, unless in the event of death, contributions owed but not paid to HCSP will be paid to the estate.~~

Subd. 2. HCSP Contributions: The following HCSP contributions are established and the applicable payments will be made into the employee's HCSP account:

1. All employees eligible for the sick leave portion of the severance payment outlined in Article IV Section 4.2 or the lay off payment outlined in Section 5.3.1 of the contract will contribute 100% of their severance ~~to the HCSP~~.

2. Employees that retire will contribute 100% of their accumulated and unused vacation.

3. All employees eligible for Article IV Section 4.3, Subd. 1, that have accrued over 960 hours of sick time will have 50% of those hours converted into cash at the current hourly rate ~~and deposited in their HCSP account~~.

4. All eligible employees that elect and are approved to participate in the City of Brainerd's Early Retirement Incentive Program shall contribute 100% of their $15,000 Early Retirement Incentive Program payment ~~into their HCSP account~~.

5. Employees will contribute as follows based on years of service:

Years of Service	Per Pay Period
0 to 5	$15.00
5 to 10	$25.00
10 to 25	$35.00

4.4 Leave of Absence. Upon written request of any employee, approved by the employee's Department Head or Division 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~~ Parenting leave shall be granted according to ~~MSA 363.03~~ applicable law.

~~4.9 **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.~~

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

4. ARTICLE 5 – SENIORITY

5.2 The City Administrator shall prepare seniority lists for each department group and classification. They shall be bulletined as frequently as may be mutually agreed between the UNION and the EMPLOYER in places accessible to the employees in order that they may be fully acquainted from time to time with their up-to-date seniority standing. Any protest to the list as posted must be brought to the attention of the EMPLOYER in writing within 60 days after being bulletined to be given consideration. These lists shall contain the date of first employment with the EMPLOYER and the date of employment in present classification. Where an employee has voluntarily left the service, or was laid off for a continuous period of two years, the first date subsequent thereto on which the employee re-entered the EMPLOYER'S service is to be considered the seniority date of employment of such an employee and the same provision applies to the date of employment in the employee's present classification.

5.3 Thereafter, ~~the~~ an employee covered by this bargaining agreement with the least classification seniority within each classification and, with respect to classifications spanning multiple departments, each department shall be the first laid off. There should be a right to recall for a period of two years in the event of rehire, the last Employee laid off shall be the first to be rehired, providing the Employee is qualified to perform the work assignments. No permanent Employee shall be ~~sent home~~ laid off or schedule reduced while temporary Employees are working in a position doing bargaining unit work.

5.3.1 An employee that is laid off in good standing with the City after 20 years of continuous service shall receive 75% of their unused sick leave accrual balance up to 960 hours, at the time of lay off.

5.7 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. In the event an employee does not choose to accept or bid on a promotion, it shall have no effect on the employee's eligibility for a future promotion. ~~Employees accepting a job posting will have a 30 Calendar day trial period to determine if they accept or reject the position~~.

5.9 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 VI – Grievance - Arbitration.

5.10 Employees shall, during the probationary period, accumulate paid leave as provided by Article 3 - Vacations and Article 4 – 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.

5. ARTICLE VII - HOLIDAYS

7.2 Per State law, ~~A~~any holiday that falls on a Saturday shall be observed on a Friday, and any holiday falling on a Sunday shall be observed on a Monday~~, according to State Statute 645.44, Subdivision 5~~. Floating holidays shall be arranged by the employee with the Department Head. Such request for holiday shall not be denied, unless it interferes with the operation of the Department. Probationary employees whose first working day is between January 1st and June 30th, inclusively, shall receive two (2) floating holidays and probationary employees whose first working day is between July 1st and December 31st, inclusively, shall receive one (1) floating holiday.

6. ARTICLE VIII - HOURS OF WORK AND CONDITIONS

8.2.2 Insofar as practical, any overtime work shall be divided as equally as possible among the employees who regularly perform the work to be done. Prior to assigning bargaining unit work outside the bargaining unit, the Employer will offer the work to bargaining unit employees first. The Employer retains the right to decide how to assign such work in a manner that meets the best interests of the City. Prior to scheduling overtime, the overtime must be approved by the Department Head 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.

8.3 It shall be the normal practice to pay for overtime based on the employee's hourly rate when the overtime was earned. However, at the request of an employee, the department head may approve compensatory time in lieu of overtime payment. Compensatory time, however, will be allowed to accrue to a maximum of one hundred (100) hours. Annual carryover of comp time cannot exceed eighty (80) hours per calendar year. Employees unable to utilize time off to reduce their comp time balance to eighty (80) hours by the end of the year will be paid the value of the hours over eighty (80) hours at the December 31 rate of pay.

8.6 When employees are temporarily assigned for eight (8) or more consecutive hours 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.

8.8 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. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

NOTE: The following "Me too" clause was moved from wages to this section:

A "Me too" clause shall ~~also~~ apply on the ~~wage increases and~~ Health Insurance Plan. If any group (on the same plan) receives ~~a higher wage increase, or~~ better health insurance coverage, ~~those increases or~~ that better coverages will be applied retroactively to this Agreement.

~~8.12 No employee shall be discriminated against under the provisions of this Agreement on any basis prohibited by law.~~

8.13 The Employer shall furnish logo or patches with the City logo to employees who ~~work out in the public~~ are required to have them due to position.

7. ARTICLE IX - WAGES

9.1 Wage Grid.

All employees hired on or after January 1, 2019, shall be compensated in accordance with the pay tables as attached and incorporated into this Agreement and marked as Appendix A.

Pay steps are based on satisfactory performance. For employees hired after January 1, 2019, step increases for employees will be effective the 1st of the month following eligibility. For employees hired prior to January 1, 2019, who elect to be paid in accordance with this Section (as provided in Section 9.2), step increases shall become effective January 1 of each year. Progression through the pay steps will be accomplished by an annual review of employee performance. In order to advance to Step 7, an employee must be on Step 6 and obtain two "achieves expectations" and one "exceeds expectations" on their annual performance evaluation in any given three-year cycle beginning January 1, 2019. In order to advance to Step 8, an employee must be on Step 7 and obtain another "exceeds expectations" with two prior "achieves expectations" on their annual performance evaluation in any given three-year cycle.

New employees will generally start at Step 1. The City retains the sole discretion to start an employee at a higher step depending on qualifications and needs of the city. Progression through the pay steps will be as identified above.

Employees shall have no right under this Agreement to file a grievance regarding initial placement on the pay table. Denial or delay of a step increment shall be grievable through Step 3, but not arbitrable.

An appeal process is available to employees who disagree with the result of their annual performance review. To initiate the appeal process, an employee must request an appeal within seven (7) days of receiving the results of his/her annual performance review. The request must be submitted in writing and forwarded electronically to their applicable Department Head and the HR Coordinator. The appeal request must clearly identify the specific portion(s) of the employee's performance review as well as the recommended remedy.

The appeal will be decided by a three (3) person panel consisting of: the Union Business Agent, a City Administration representative, and a third-party neutral from the MN Bureau of Mediation Services. This panel will hear up to a half hour of presentation from the employee and up to a half hour of presentation from the applicable Department Head or designee. The panel will issue a decision the same day as the presentation, if possible, and in any event within five (5) business days from the presentation. The decision of the panel will be final and binding and will not be subject to the grievance procedure under this Agreement.

9.2 Employees Hired Before January 1, 2019.

Employees hired before January 1, 2019, must make a one-time election to be paid in accordance with either: (1) Section 9.1 of this Agreement and the pay table marked as Appendix A; or (2) this Section 9.2 of the Agreement. In order to make the election, an employee must inform the HR Coordinator, in writing (e-mail is acceptable, but not text message), of his or her choice no later than 4:30 p.m. on April 12, 2019. Once the election is made, it is **irrevocable** and cannot be changed at a later date.

If an employee does not notify the HR Coordinator by 4:30 p.m. on April 12, 2019, the employee will be deemed to have elected to be paid in accordance with Section 9.1 of this Agreement and the pay table marked as Appendix A. Such election by default is also **irrevocable** and cannot be changed at a later date.

Employees electing to be paid pursuant to this Section 9.2 will be paid as follows:

~~Classification~~	~~2% 1/1/17~~	~~2% 1/1/18~~
~~Police Records Management Technician~~	~~$23.78~~	~~$24.26~~
~~Administrative Specialist (Adm./Prk./Fire/Eng./Pol./Build. Inspections)~~	~~$23.78~~	~~$24.26~~
~~Accounts Payable/Administrative Specialist~~	~~$23.78~~	~~$24.26~~
~~Police Records Management Lead~~	~~$26.09~~	~~$26.61~~
~~Payroll /Accounting Specialist~~	~~$25.30~~	~~$25.81~~

~~Engineering Technician~~	~~$25.28~~	~~$25.79~~
~~Senior Engineering Tech/ Project Coordinator~~	~~$27.72~~	~~$28.27~~
~~Building Inspector~~	~~$27.03~~	~~$27.57~~
~~Housing Inspector~~	~~$25.28~~	~~$25.79~~
~~IT Specialist~~	~~$26.52~~	~~$27.05~~

Classification	3% 1/1/19	3% 1/1/20
Police Records Management Technician	$24.99	$25.74
Administrative Specialist (Adm/Prk./Fire/Eng./Pol./Build.-Inspections)	$24.99	$25.74
Accounts Payable/Administrative Specialist	$24.99	$25.74
Police Records Management Lead	$27.41	$28.23
Payroll /Accounting Specialist	$26.58	$27.38
Engineering Technician	$26.56	$27.36
Senior Engineering Tech/ Project Coordinator	$29.12	$29.99
Building Inspector	$28.40	$29.25
Housing Inspector	$26.56	$27.36
IT Specialist	$27.86	$28.70

Schedule "1" New Hires All Classifications

A- 6 months - 85% of top rate
B- 6 months - 90% of top rate
C- 12 months - 95% of top rate
D - 100%

NOTE: I moved the "Me too" clause to the Health Insurance section under 8.8.

~~A "Me too" clause shall also apply on the wage increases and Health Insurance Plan. If any group (on the same plan) receives a higher wage increase, or better health insurance coverage, those increases or that better coverages will be applied retroactively to this Agreement.~~

9.5 Longevity pay for employees hired before January 1, 2019, and electing to be paid pursuant to Section 9.2 of this Agreement will be paid according to the following schedule:

	1/1/17
After 8 years	2% of hourly wage
After 12 years	3% of hourly wage
After 16 years	4% of hourly wage
After 20 years	5% of hourly wage

Employees paid pursuant to Section 9.1 of this Agreement will not receive longevity pay increases pursuant to this Section.

8. Article 13 - PERIOD OF AGREEMENT AND APPROVAL

10.2 This Agreement when signed by the proper officials of the CITY OF BRAINERD and LOCAL UNION #31 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.

9. After Contract negotiations are finalized, renumber all Articles and Sections of the Contract i.e. Article 5 instead of Article V and Identify Sections and Subdivisions as Section 5, Subd. 1 instead of 5.3.1.

10. Retroactive pay to January 1, 2019 assuming the contract is approved by both parties by April 1, 2019.

11. Health Plan MOU – Renew health insurance MOU including the 3 month "front load" (See Attachment).

Memorandum of Understanding

This Memorandum of Understanding (hereinafter, "MOU") is entered into between the City of Brainerd (hereinafter, "City") and International Brotherhood of Electrical Workers, Local No. 31 (hereinafter, "Union"), on behalf of the Brainerd Administrative Support bargaining unit.

WHEREAS, the City and Union are parties to a ~~2017 – 2018~~ 2019 – 2020 collective bargaining agreement (hereinafter, "CBA"), which in Article 8 stipulates premium contributions to health insurance; and

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

1. **$1,000 Deductible Health Plan:**
   a. The City will contribute 80% towards the family monthly premium.
   b. The City 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 City will contribute to an employee's HSA Account if the city's family HDHP insurance coverage is elected as follows: ~~2017 & 2018~~: 2019 & 2020: $2,137.50
   b. The City will contribute to an employee's HSA Account if the city's single HDHP insurance coverage is elected as follows: ~~2017 & 2018~~: 2019 & 2020: $1,710.00
   c. This additional employer contribution amount is pro-rated based on a monthly contribution.
   d. The City 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 City 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, Business Agent

_____ _____

Date: Date:

RESOLUTION
No. :19

BE IT RESOLVED by the Council of the City of Brainerd to set the hourly wages for City employees who are members of the IBEW Local #31 (Administrative Support) Union as provided in its 2019 – 2020 Union Contract as described below.

Below is the 2019 - 2020 eight-step wage grid referenced above, and incorporated in Article IX, Section 1, as approved by the Council:

Administrative Specialist								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	19.89	20.89	21.88	22.88	23.87	24.87	25.86	26.86
1/1/2020	20.29	21.31	22.32	23.34	24.35	25.37	26.37	27.39
Police Record Management Tech								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	20.29	21.31	22.32	23.33	24.35	25.36	26.38	27.39
1/1/2020	20.69	21.73	22.76	23.79	24.83	25.86	26.91	27.94
Housing Inspector								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	21.10	22.15	23.22	24.27	25.32	26.38	27.43	28.49
1/1/2020	21.53	22.60	23.68	24.75	25.82	26.91	27.98	29.06
Police Records Management Lead, Building Inspector, AP/Administrative Specialist								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	21.94	23.04	24.14	25.24	26.34	27.43	28.53	29.62
1/1/2020	22.38	23.50	24.63	25.74	26.86	27.98	29.10	30.21
Engineering Tech								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	23.27	24.43	25.59	26.76	27.92	29.08	30.24	31.41
1/1/2020	23.73	24.92	26.10	27.29	28.48	29.66	30.85	32.03
IT Specialist, Sr Eng Tech/Project Coordinator								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	24.65	25.89	27.12	28.36	29.59	30.82	32.06	33.28
1/1/2020	25.15	26.41	27.66	28.92	30.18	31.44	32.70	33.95
New Position:								
Administrative Specialist 2								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2019	21.94	23.04	24.14	25.24	26.34	27.43	28.53	29.62
1/1/2020	22.38	23.50	24.63	25.74	26.86	27.98	29.10	30.21

Below is the 2019 – 2020 base hourly wages referenced above, and incorporated in Article XI, Section 2, as approved by the Council:

Classification	3% 1/1/19	3% 1/1/20
Police Records Management Technician	$24.99	$25.74
Administrative Specialist (Adm/Prk./Fire/Eng./Pol./Build.-Inspections)	$24.99	$25.74
Accounts Payable/Administrative Specialist	$24.99	$25.74
Police Records Management Lead	$27.41	$28.23
Payroll /Accounting Specialist	$26.58	$27.38
Engineering Technician	$26.56	$27.36
Senior Engineering Tech/ Project Coordinator	$29.12	$29.99
Building Inspector	$28.40	$29.25
Housing Inspector	$26.56	$27.36
IT Specialist	$27.86	$28.70

BE IT FURTHER RESOLVED that consistent with the Union Contract, union employees hired before January 1, 2019, must make a one-time election to be paid in accordance with either: (1) Article XI, Section 1, of the Union Contract (eight-step wage grid); or (2) Article XI, Section 2, of the Union Contract detailing a base wage adjustment. Said election must be made by April 12, 2019, and once the election is made, it is **irrevocable** and cannot be changed at a later date. If an employee elects the wage grid, the employee's initial placement on the wage grid will be identified as a Supplement to the union contract.

Adopted this ____ day of April, 2019.

_____
GABE JOHNSON
President of the Council

Approved this ____ day of April, 2019.

_____
EDWIN L. MENK
Mayor

ATTEST:_____
CASSANDRA TORSTENSON
City Administrator

Administrative Specialist 2 - Global

Department: Global

FLSA Status: Non-Exempt

General Definition of Work

Performs a variety of customer support services including technically-specialized clerical work while providing general administrative support functions for the department. Work is performed under the limited supervision of the assigned department supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Department's initial point of contact for public during regular business hours; provides general information and direction; handles inquiries and complaints from the public in person or by telephone; directs public to the appropriate personnel when needed; processes incoming calls, email, and mail.
- Administrative accountabilities involve providing support services for department personnel including performing routine office tasks utilizing word processing and data entry; prepares correspondence, reports, forms and spreadsheets including quarterly and annual reports; verifies statistical and other records for accuracy and completeness; maintains sensitive and restricted information on the computer system.
- Has the primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required documents in compliance with the City's Records Retention Policy.
- Operates standard office equipment, department-required software, and a multi-line telephone system; troubleshoots office equipment problems and initiate maintenance calls to IT and/or vendors.
- Maintains written departmental procedures, policies, and reference information; creates brochures, flyers and forms.
- Performs payment reconciliation and transaction processing; receipts and prepares deposits for department revenues.
- Maintains office supply inventory and orders as needed.
- Assists the public with the completion of standardized records or documents.
- Regular attendance.
- Performs various other tasks and duties as assigned.

Additional Duties for Community Development Department:

- Performs the day-to-day duties for the Community Development Department Office operation.
- Provides information to the public regarding City and Building Codes and Ordinances, department-issued permits and the application process and procedures.
- Assists public in completing applications and other forms; reviews applications; accepts construction plans and plan documents for permit processing.
- Issues permits which require inter-departmental review or services of Building Inspectors; processes and issues building, plumbing, mechanical, demolition and other related permits. Calculates fees based on established fee schedule and monitors approval of plans by other regulatory agencies.
- Performs contractor licensing services including adherence to City Code and insurance and bonding requirements. Reviews state license compliance of building contractors, remodelers, roofers and all special skill contractors as required by the MN Department of Labor & Industry. Prepares and processes contractor licenses.
- Reviews rental housing license application for zoning and code compliance, processes rental housing licenses, prepares mailings and maintains records related to rental housing licenses.

Additional Duties for Fire Department:

- Performs the day-to-day duties for the Fire Department Office operation; assists the public with City and Fire Code inquiries and permits; assists staff with processing fire inspection reports, property activity/pre-incident plans and Tier II reports.
- Processes accounts receivable, accounts payable, payroll, and other financial data; assigns appropriate cost codes to invoices; posts to statistical and other financial records; assists with processing budget information.
- Enters and maintains department data in accordance with National Fire Incident Reporting System (NFIRS), Insurance Services Office (ISO) and OSHA standards and as needed by the Brainerd Fire Relief Association.
- Assists with the Emergency Operations Center (EOC) functions and communicates over radio system when needed; observes emergency and non-emergency calls for documentation needs and to contact resources to aid in emergency situations;
- Assists in the hiring process for Paid On-call Firefighters; maintains Firefighter training records; processes certification level renewals; verifies identification, process and notarize documentation for department's part-time employees and volunteers.
- Attends Fire Advisory Board and Department Safety Committee meetings and prepares meeting minutes; prepares agendas and related documents, etc. where a knowledge of format and presentation is necessary; answers routine correspondence independently; posts agendas and minutes on the city's website; updates the department's website.
- Assists with research and preparation of grant applications to include narrative writing, processing and the administration of grants received.
- Process MN DNR burning permits and stays current with burning restrictions.
- Maintains department Safety Data Sheets (SDS) for fire stations.
- Assists in documenting equipment and apparatus inventory, repairs and fixed asset data.
- Assists in the coordination of the annual open house, scheduling public education events and ordering of educational materials.
- Coordinates the department training room schedule and department historical data including department items and photos.
- Assists in the general maintenance of the fire stations including the training room, offices and restrooms.
- Handles a wide variety of data, some of which may be classified as non-public or confidential; information may contain violent, graphic or sensitive content.

Knowledge, Skills and Abilities

- General knowledge with the ability to interpret and apply department-specialized programs, policies, procedures, statutes, regulations, and records relating to the office. Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints.
- Ability to read maps, blueprints, building plans and to interpret utility location drawings and legal descriptions of real estate.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Provides friendly, courteous responses to coworkers, the public, external agencies, associates, and vendors. Remains calm and professional under difficult, sensitive, stressful / hostile situations; or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department-required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, and documents by typing and entering data accurately and at a reasonable rate of speed; accurately manages department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.

Education and Experience

- High school diploma or GED.
- Coursework in business, Administrative Specialist or related field.
- Two years experience in administrative support and office operations. Secondary education coursework in office practices can substitute for up to one-half of the experience required.
- Equivalent combination of education and experience as determined by management.
- Complete department required training within required timeframes.
- Notary Public license, ICC Permit Technician Certification, and previous minute taking and/or department-related experience are desirable.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: January 15, 2018

Administrative Specialist 2 – Payroll/Human Resources

Department: Administration/Finance FLSA Status: Non-Exempt

General Definition of Work

This position prepares and processes City's bi-weekly payroll; maintenance of payroll/benefit transactions and records; assists with the implementation and communication of employee benefits plans; and supports the Human Resource Division by completing other duties as assigned. The nature of this work demands a very high level of accuracy. Works under general direction of the Finance Director and under the technical direction of the HR Coordinator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Prepares and processes the City's bi-weekly payroll and monthly Mayor, Council and Paid-on Call Firefighter payroll including the addition of new employees and all payroll changes entered into the payroll system; maintains the confidentiality of the data and associated information.
- Reviews activity in biweekly payroll for accuracy and compliance with internal policies, labor contracts, pay schedules, legal and contractual requirements, and approved accounting standards.
- Prepares bi-weekly, monthly, quarterly and year-end payroll reports for various agencies and all supporting documentation as required including tax withholding, unemployment, W2's, Affordable Care Act required filings, and the annual PERA Exclusion Report.
- Process vendor payments and prepares data for the electronic transfer of direct deposits, federal and state tax deposits, PERA, and numerous payroll deductions; generates accounts receivable statements for applicable component units related to benefit and payroll administration.
- Assists with the annual open enrollment process; communicates to and follows up with employees to complete election process.
- Prepares and ensures proper completion of new and annual open enrollment employee paperwork and/or forms; scans and maintains payroll files in accordance with City's Records Retention Policy.
- Keeps updated on payroll and HR laws by reviewing PERA, IRS and Social Security Administration bulletins and be the point person for payroll questions and/or issues.
- Maintains employee leave benefit records and accruals as assigned including compliance with FMLA and the Affordable Care Act employer directives. This includes but is not limited to tracking/monitoring employee hours and eligibility status; notifying supervisors of employee eligibility status; preparing forms and reports, etc.
- Assists with the completion and maintenance of federally-mandated First Reports of Injury and OSHA 300 logs.
- Monitors worker compensation wage loss reimbursements received and calculates employee payroll checks while on worker's compensation.
- Monitors employees' PERA coverage eligibility and deferred compensation programs.
- Schedules random drug and alcohol tests as directed. Maintain testing records/results as required by law.
- Calculates final compensation and benefit payments due to terminating employees including, but not limited to vacation, severance, compensatory time, sick leave and other compensation, as applicable.
- Updates the Human Resource/Job Postings page on the city's website, Intranet and online benefit enrollment system.
- Assists with Wellness Program initiatives and online platform administration.

- Completes mandatory surveys and other human resource related surveys, as directed.
- Prepares and maintains various schedules utilizing spreadsheet and database programs.
- Provides front counter and customer service backup coverage as needed.
- Attendance is an essential function of this position.
- Performs various tasks as assigned.

Knowledge, Skills and Abilities

- General knowledge of applicable accounting and payroll laws, regulations, policies, practices, procedures and guides.
- General knowledge of human resources and employee benefits principles, concepts and practices.
- Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints.
- Ability to think logically, understand city's policies and procedures, and an aptitude for math to provide the ability to compile, review, and tabulate financial data.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Provides friendly, courteous responses to coworkers, the public, external agencies, associates, and vendors. Remains calm and professional under difficult, sensitive, stressful / hostile situations; or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department-required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, forms and documents by typing and entering data accurately and at a reasonable rate of speed; accurately manages department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.

Education, Experience & Special Requirements

Minimum Qualifications:

- High school diploma or GED.
- Coursework in business, accounting, HR, Administrative Specialist or related field;
- Two years of responsible payroll, HR, and/or accounting experience. Secondary education coursework in office practices can substitute for up to one-half of the experience required.
- Equivalent combination of education and experience as determined by management.

Desired training and experience includes experience and/or knowledge of Governmental Accounting; Bachelor's Degree in Business, Accounting, HR or related field; PHR or SHRM HR Certification; experience with a computerized financial system; and knowledge of INCODE Software.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: January 15, 2019

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: City-Wide Cleanup Discussion

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Connie Hillman	**Department:** Finance
Presenter (Name & Title): Finance Director Hillman	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

At the March 18, 2018 council meeting, a motion passes to encourage a city-wide cleanup by implementing a voucher system with the Crow Wing County landfill. The voucher would be included with the utility statements. The value of the voucher and the source of funding was to be set by the Personnel and Finance Committee. This initiative was not specifically budgeted for 2019. Funds could come from the special projects line item ($28,000 in total was budgeted - $300 for Historical Society has been committed and this is historically where the fireworks donation for the 4th of July is paid for as well), or just out of the General Fund.

Alternatives, Options, Effects on Others/Comments:

The City Engineer shared the following information at the March 18th meeting: The most recent city wide clean-ups were done in 2012 and 2013, and varied in how they were done. in 2012, the City spearheaded a voucher system, in which it provided each resident with a $10 voucher to the Crow Wing County landfill to help promote residents to clean-up their properties and promote recycling. Each resident received $10 in the mail and had an expiration date of October 31, 2012. The landfill collected the vouchers and billed the City respectively. In total, there was $692.76 in publishing costs, and the City paid the landfill approximately $3,000, in which $2,400 was vouchers (the rest was administrative costs) which equates to approximately 240 vouchers used. Total cost was right around $3,700. In 2013, the City did the clean-up a little different by providing a drop off point in the Ascensus parking lot. The City rented roll-offs from Nisswa Sanitation and provided a published list of what the City would receive and what would not be taken at the drop-off point to make it more convenient for residents. There was a published rate schedule that can be seen attached to this request. In total, the City rented roll-off dumpsters for $702.00 and, according the the statistics in the file, had 38 users that were charged $482, $45 in landfill loot collected at the site, and $300 from the county landfill was received in loot coupons. Total City cost was $137 plus approximately $50 in flyers. Total estimated cost for the 2013 clean-up was $889. Cost per use in the 2012 clean-up is approximately $16.00/resident use, and the 2013 clean-up is approximately $24.00/resident use. There was much more use in the 2012 clean-up with the vouchers, however, the 2013 clean-up was arguably more convenient for residents, but more expensive per use.

Recommended Action/Motion:

The recommended action it to determine the voucher amount and direct staff to move forward with the city-wide cleanup initiative.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☑ No

Please Explain:

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: Final Reading of Proposed Ordinance No. 1492 - City Fees

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Cassandra Torstenson	**Department:** Administration
Presenter (Name & Title): City Administrator Torstenson	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

At the March 18th Council Meeting, the 1st reading of the proposed ordinance 1492 was held. This ordinance would amend City Code Sections 1010, 1015, 425 and 421, which sets the fees the City can charge for licenses, permits, etc.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Council to hold public hearing, and consider holding the final reading and adoption of the proposed ordinance 1492.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☐ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

O R D I N A N C E
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.

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

Subdivision 3. Building, Planning and Zoning.

Type of License	Section Requiring License	Current Fee	Recommended Fee
Food Trucks	515-66	$500 annual	$300 annual

Subdivision 5. Liquor and Cigarettes.

Type of License	Section Requiring License	Current Fee	Recommended Fee
On-Sale Liquor Bars, Pubs, Taverns	1200	$3,000	$3,300
On-Sale Liquor Restaurants	1200	$3,000	$2,700
On-Sale Liquor Bowling Centers, Hotels	1200	$3,000	$3,000
Sunday On-Sale Liquor	1200	$100	$150
On-Sale Liquor Club Membership	1200	$500	$300; 200 or less $500; 201 or more

Subdivision 7. Miscellaneous. **To Be Added**

Type of License	Section Requiring License	Current Fee	Recommended Fee
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

Type of License	Section Requiring License	Current Fee	Recommended Fee
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:

Type of License	Section Requiring License	Current Fee	Recommended Fee
Decks	1015.11	Based on Valuation	NO CHANGES
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

Type of License	Section Requiring License	Current Fee	Recommended Fee
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:

Type of License	Section Requiring License	Current Fee	Recommended Fee
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	421	$200	$0
Rescue 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

Miscellaneous Fees **to be Added** to Section 1010.01 Fees Set Subdivision 7. Miscellaneous

Type of License	Section Requiring License	Current Fee	Recommended Fee
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

M E E T I N G N O T I C E

The Brainerd City Council will hold a
Public Hearing and Second Reading of proposed Ordinance No. 1492
regarding amending Section 1010 License Fees; 1015 Permit Procedures and Fees, 425 Rental Housing Maintenance Code and 421 Uniform Fire Code on:

Monday, April 1, 2019 at 7:30 P.M.

The meeting will be held in the City Hall Council Chambers
3rd Floor, 501 Laurel Street, Brainerd

This Meeting is open to the Public

ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS, PLEASE CALL 828-2307

RECEIVED
MAR 04 2019
CITY OF BRAINERD ADMINISTRATION

City of Brainerd
Commission/Committee/Board Application Form

Any *questions contact City Hall at 218-828-2307*

Commission/Committee/Board Applying for Transportation Advisory Date: 2/28/2019

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

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

***Name: Last** OWENS **First** ROBERT **M.I.** W.

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

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

What skills, strengths, or abilities do you believe you will add to the organization?
PER THE ATTACHED, B.S.BA, VARIOUS TRANSPORTATION POSITIONS,

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

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

Please list any additional comments:
I THINK I CAN HELP TO GO FORWARD WITH TRANSPORTATION NEEDS.

Robert W. Owens, FEBRUARY 28, 2019
(Signature) **(Date)**

***Required Information**

Submit completed application forms via one of the following options:

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

I would like to apply for the transportation position that was mentioned in the recent Brainerd Dispatch.

I can not fill out a formal application form, as transportation to your office would be extremely hard for me right now.

My qualifications are listed below:

Robert W. Owens

804 Wright St. #334

Brainerd, Minnesota 56401

BSBA, University of Missouri

Elected Alderman, City of Crystal Lake Park, Missouri

New York Central System, Service and Equipment Supervisor

Monsanto Company, Transportation Analyst

United Van Lines, Southeast Regional Sales Manager

7 Santini Brothers, Sales Manager, Miami, Florida

Yellow Cab, Ft. Lauderdale, Florida, Driver 22 years

Taught at Miami-Dade South at night, Transportation Regulations

I am an active member of the " All Aboard America" group and the

New York Central System Historical Society.

If you could send me a applications form I will be glad to complete it quickly and return it.

Thank you for your consideration.

City of Brainerd
Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for Rental Dwelling Advisory Board Date: 2/19/19

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

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

***Name: Last** Bjelland **First** Erica **M.I.** E

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

Why do you want to be on the Commission/Committee/Board you are applying for?
I am a new renter in NE Brainerd. I am interested in getting involved in the community and was asked to consider this opportunity to volunteer.

What skills, strengths, or abilities do you believe you will add to the organization?
I am a millennial with skills in writing, public speaking, social media, and outreach. I believe I can add a new voice to the committee and an ability to collaborate & listen.

***Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule?** yes (meeting times are as needed)

***After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed:**
None I am aware of

Please list any additional comments:
Thank you for considering my application. As a new renter and member of the Brainerd community, I am excited to be considered.

(Signature) (Date) 2/19/19

***Required Information**

Submit completed application forms via one of the following options:

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

RECEIVED

MAR 25 2019

CITY OF BRAINERD
ADMINISTRATION

City of Brainerd
Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for Rental Dwelling License Appeals Date: Mar-25-2019

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

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

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

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

Why do you want to be on the Commission/Committee/Board you are applying for?
I have an interest in helping to maintain quality housing and equitable evaluation of housing providers in the area.

What skills, strengths, or abilities do you believe you will add to the organization?
I have had experience working in the field of affordable housing in the Brainerd area for over a decade. My experience includes working from the perspectives of tenants, supportive service providers, property management, and affordable housing administration.

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

***After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed:**
NONE

Please list any additional comments:

(Signature) 3/25/2019 (Date)

***Required Information**

Submit completed application forms via one of the following options:

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

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: PH and Res - Street Vacation-16th Street SE between Oak and Norwood St

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Pursuant the notice of hearing, published and mailed notice was sent to effected parties relating to ISD #181's request to vacate 16th Street SE between Oak Street and Norwood Street.

Alternatives, Options, Effects on Others/Comments:

Vacation of City streets is regulated by Minnesota Statute 412.851. A petition from a majority of abutting property owners was received from ISD #181 on February 24, 2019. The City Council adopted a resolution declaring the sufficiency of the petition and setting a public hearing for April 1, 2019 at 7:30 PM at the March 4, 2019 City Council meeting. Mailed notice of the hearing was sent to effected parties relating to the possible street vacation. The City Council may vacate an alley only upon a finding that the vacation is in the interest of the public. The public includes all parties, even those that are not in the immediate vicinity of the proposed vacation. A private benefit derived from the vacation does not bar the vacation, so long as a concurrent benefit to the public can be substantiated. The school district has been working to obtain all properties along the proposed vacation. The public will benefit from this proposed vacation by incurring less costs as it related to street maintenance or other activities in the future, such as resurfacing or reconstruction. Staff is recommending approval of this vacation request, as it meets the benefit test to allow street vacations. This street would serve no purpose but to access school district property. The school district is proposing to remove this street as part of Blueprint 181 for the expansion of Harrison Elementary and associated playground, parking, stormwater retention, and green space. There are other accesses to properties to the north of Norwood Street using 17th Street SE and 15th Street SE. This would be an average of 380 feet extra driving per trip for people that live north of Norwood Street.

Recommended Action/Motion:

Staff recommends holding the public hearing for the vacation of 16th Street SE between Oak Street and Norwood Street and hear testimony for or against the proposed vacation. Staff recommends adoption of the attached resolution in which vacates said street.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

PETITION FOR STREET OR ALLEY VACATION

Date Feb. 21, 2019

Brainerd, Minnesota

To the City Council of Brainerd, Minnesota:

We, the undersigned, owners of real estate abutting on the following described street or alley hereby petition that such street be vacated as follows:

16th Street SE between Norwood Street and Oak Street (properties that abut 16th Street SE in this location include all or portions of Lots 5, 6, and 7, Block 16 of Sleepers Addition to Brainerd and Block 17 of Sleepers Addition to Brainerd). Please refer to attached map.

in accordance with the provisions of Brainerd City Code Section 810.

all on attached sheet

	NAME	ADDRESS	LEGAL DESCRIPTION
1.	Marci Ford	1515 Oak Street, Brainerd, MN	
2.	M L Saff	1601 Oak Street, Brainerd, MN	
3.	RJ	515 SE 16th Street, Brainerd, MN	
4.		509 SE 16th Street, Brainerd, MN.	
5.		505 SE 16th Street, Brainerd, MN.	
6.	[illegible]	501 SE 16th Street, Brainerd, MN.	

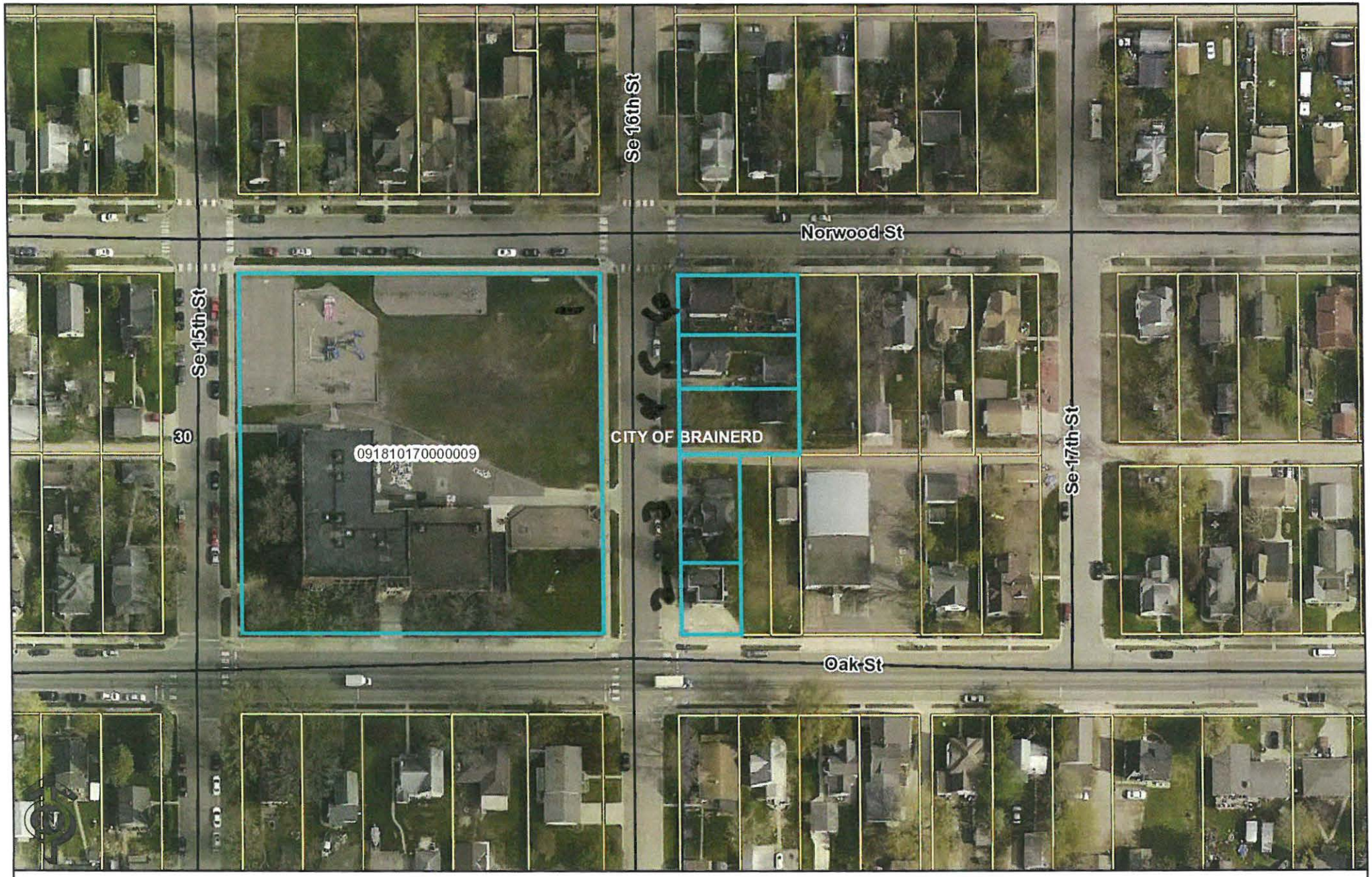
STATE OF MINNESOTA }
} ss
COUNTY OF CROW WING }

JEFF FLATEN, being duly sworn on oath, deposes and says that he/she is the property owner in regard to the above entitled petition; that he/she has read the foregoing petition which includes the signatures of abutting property owners and knows the contents and signatures thereof; and that the same are true of his own knowledge, save and except as to those matters therein stated on information and belief, and to such matters, he/she believes it to be true.

Subscribed and sworn to before me

this 21st day of February, 2019

LISA K. WINTEROWD
Notary Public
State of Minnesota
My Commission Expires
January 31, 2024



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

16th Street SE

Street Vacation Petition

Date: 2/4/2019 Time: 5:54:15 PM

CROW WING COUNTY MINNESOTA

16th Street Vacation Legal Descriptions

1. Brainerd School District, 1515 Oak Street, Block 17, Sleepers Addition to Brainerd
2. Milton (Tony) Sarff, 1601 Oak Street, South 60 FT of Lot 7, Block 16, Sleepers Addition to Brainerd
3. Richard VanwynGeeren, 515 SE 16th Street, all of Lot 7 Block 16 except SOUTH 60 FT thereof, Sleepers Addition to Brainerd
4. Cluever Construction, 509 SE 16th Street, South 55 FT of South 100 FT of lots 5&6, Block 16, Sleepers Addition to Brainerd
5. Richard McKay, 505 SE 16th Street, North 45 FT of South 100 FT of Lots 5&6, Block 16, Sleepers Addition to Brainerd
6. Carole Paschelke, 501 SE 16th Street, North 50 FT of Lots 5&6, Block 16, Sleepers Addition to Brainerd

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Brainerd has received 3 petitions from Independent School District 181 for the vacation of all or portions of 16th Street Southeast between Oak Street and Norwood Street, the east/west alley between Oak Street and Norwood Street between 16th Street SE and 17th Street Southeast, and Pine Street between South 5th Street and South 6th Street legally described below for each respective portion:

16th Street Southeast – Oak Street to Norwood Street
That portion of 16th Street Southeast lying between the north right-of-way line of Oak Street and the south right-of way line of Norwood Street adjacent to all or portions of Lots 5, 6, and 7, Block 16 of Sleeper's Addition to the City of Brainerd and Block 17 of Sleeper's Addition to the City of Brainerd.

East/West Alley – 16th Street Southeast to 17th Street Southeast between Oak Street and Norwood Street
That portion of the east west alley between Oak Street and Norwood Street between 16th Street Southeast and 17th Street Southeast adjacent to Lots 3, 4, 5, 6, 7, 8, 9, and 10 of Sleeper's Addition to the City of Brainerd. This constitutes the westerly 2/3 of said alley way.

Pine Street – South 5th Street to South 6th Street
That portion of Pine Street lying between the east right-of-way line of S 5th Street and the west right-of-way line of S 6th Street and lying adjacent to all or portions of Lots 11 and 13, Block 185 in the First Addition to Brainerd and Block 161 in the First Addition to Brainerd.

Notice is further given that the City Council of Brainerd will meet in the Council Chambers of the City Hall at Brainerd, Minnesota, at 7:30 p.m. on Monday, April 1, 2019 to conduct a Public Hearing to consider said Vacation.

Such persons as desire to be heard with reference to the proposed vacation of said street will be heard at this meeting.

Dated this 5th day of March 2019

Cassandra Torstenson
City Administrator

Publish - 2 times on
March 8, 2019 and March 15, 2019

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

RESOLUTION VACATING STREET

WHEREAS, a hearing was duly held on April 1, 2019 for the proposed vacation of the following described Street:

That portion of 16th Street Southeast lying between the north right-of-way line of Oak Street and the south right-of way line of Norwood Street adjacent to all or portions of Lots 5, 6, and 7, Block 16 of Sleeper's Addition to the City of Brainerd and Block 17 of Sleeper's Addition to the City of Brainerd.

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

1. That the Street as previously described is hereby vacated.

2. The City of Brainerd, however, specifically reserves unto itself an easement for utilities over, under, and upon said portion of the vacated street.

Adopted this ____ day of April 2019

_____
GABE JOHNSON
President of the Council

Approved this ____ day of April 2019

_____
EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: PH and Res - Street Vacation - Pine Street between S 5th and S 6th Streets

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Pursuant the notice of hearing, published and mailed notice was sent to effected parties relating to ISD #181's request to vacate Pine Street between S 5th Street and S 6th Street adjacent to the Brainerd High School.

Alternatives, Options, Effects on Others/Comments:

Vacation of City streets is regulated by Minnesota Statute 412.851. A petition from a majority of abutting property owners was received from ISD #181 on February 24, 2019. The City Council adopted a resolution declaring the sufficiency of the petition and setting a public hearing for April 1, 2019 at 7:30 PM at the March 4, 2019 City Council meeting. Mailed notice of the hearing was sent to effected parties relating to the possible street vacation. The City Council may vacate a street only upon a finding that the vacation is in the interest of the public. The public includes all parties, even those that are not in the immediate vicinity of the proposed vacation. A private benefit derived from the vacation does not bar the vacation, so long as a concurrent benefit to the public can be substantiated. Pine Street is a one-way street that can be argued that the only main purpose is to serve school district property. The school district has been working to obtain all properties along the proposed vacation. The public will benefit from this proposed vacation by incurring less costs as it related to street maintenance or other roadway activities in the future, such as resurfacing or reconstruction. Staff is recommending approval of this vacation request, as it meets the benefit test to allow street vacations.

Recommended Action/Motion:

Staff recommends holding the public hearing for the vacation of Pine Street from S 5th Street and S 6th Street and hearing testimony for or against the proposed vacation. Staff recommends adoption of the attached resolution in which vacates Pine Street between S 5th Street and S 6th Street.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

PETITION FOR STREET OR ALLEY VACATION

Date Feb 21, 2019

Brainerd, Minnesota

To the City Council of Brainerd, Minnesota:

We, the undersigned, owners of real estate abutting on the following described street or alley hereby petition that such street be vacated as follows:

Pine Street between S. 5th Street and S. 6th Street (properties that abut Pine Street in this location include all or portions of Lots 11, 12, 13, 14, and 15 Block 185 of Plat No. 9196 and Block 161 of Plat No. 9196). Please refer to attached map.

in accordance with the provisions of Brainerd City Code Section 810.

see attached for legal descriptions

NAME	ADDRESS	LEGAL DESCRIPTION
1. Marci Ford	604 South 6th Street	Brainerd, MN.
2. Marci Ford	510 Pine Street	Brainerd, MN
3. Marci Ford	705 S. 5th Street	Brainerd, MN
4.	704 South 6th Street	Brainerd, MN.

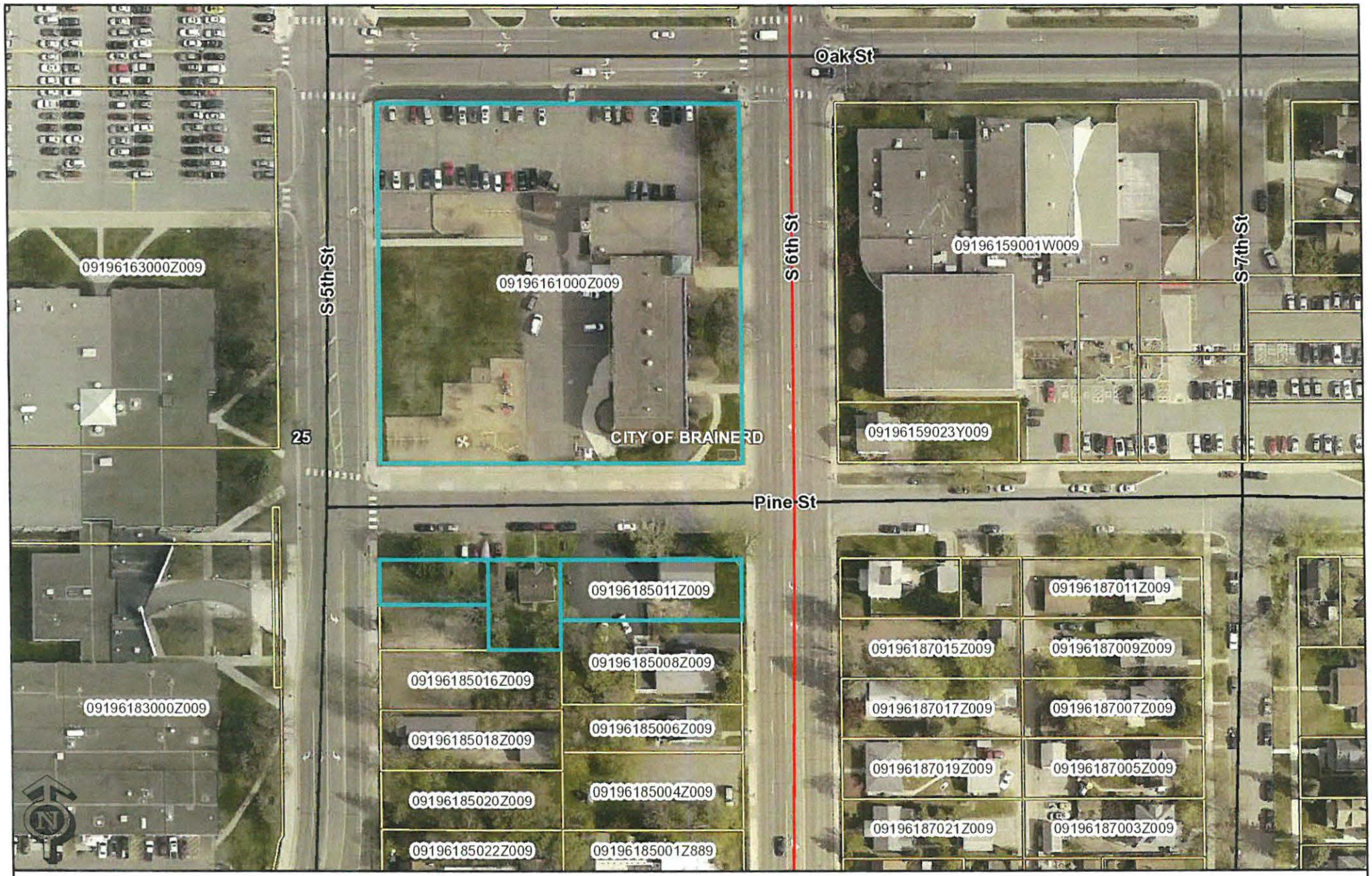
STATE OF MINNESOTA }
} ss
COUNTY OF CROW WING }

JEFF FLATEN, being duly sworn on oath, deposes and says that he/she is the property owner in regard to the above entitled petition; that he/she has read the foregoing petition which includes the signatures of abutting property owners and knows the contents and signatures thereof; and that the same are true of his own knowledge, save and except as to those matters therein stated on information and belief, and to such matters, he/she believes it to be true.

Subscribed and sworn to before me

this 21st day of February, 2019

LISA K. WINTEROWD
Notary Public
State of Minnesota
My Commission Expires
January 31, 2024



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Pine Street

Street Vacation Petition

Date: 2/4/2019 Time: 6:13:24 PM

CROW WING COUNTY MINNESOTA

Pine Street Vacations – Legal Descriptions

1. Brainerd School District, 604 South 6th Street, All of Block 161 Subject to Rec Esmt Granted to City of Brainerd, Town of Brainerd & First Addition to Brainerd
2. Brainerd School District, 510 Pine Street, East 60 FT of Lots 13 thru 15 inclusive, Block 185, Town of Brainerd & First Addition to Brainerd
3. Brainerd School District, 705 S. 5th Street, W 90 FT of South ½ of Lot 14 Block 185 & West 90 FT of Lot 15 Block 185, Town of Brainerd & First Addition to Brainerd
4. Felske Properties, LLC, 704 South 6th Street, Lots 11&12 Block 185, Town of Brainerd & First Addition to Brainerd

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Brainerd has received 3 petitions from Independent School District 181 for the vacation of all or portions of 16th Street Southeast between Oak Street and Norwood Street, the east/west alley between Oak Street and Norwood Street between 16th Street SE and 17th Street Southeast, and Pine Street between South 5th Street and South 6th Street legally described below for each respective portion:

16th Street Southeast – Oak Street to Norwood Street
That portion of 16th Street Southeast lying between the north right-of-way line of Oak Street and the south right-of way line of Norwood Street adjacent to all or portions of Lots 5, 6, and 7, Block 16 of Sleeper's Addition to the City of Brainerd and Block 17 of Sleeper's Addition to the City of Brainerd.

East/West Alley – 16th Street Southeast to 17th Street Southeast between Oak Street and Norwood Street
That portion of the east west alley between Oak Street and Norwood Street between 16th Street Southeast and 17th Street Southeast adjacent to Lots 3, 4, 5, 6, 7, 8, 9, and 10 of Sleeper's Addition to the City of Brainerd. This constitutes the westerly 2/3 of said alley way.

Pine Street – South 5th Street to South 6th Street
That portion of Pine Street lying between the east right-of-way line of S 5th Street and the west right-of-way line of S 6th Street and lying adjacent to all or portions of Lots 11 and 13, Block 185 in the First Addition to Brainerd and Block 161 in the First Addition to Brainerd.

Notice is further given that the City Council of Brainerd will meet in the Council Chambers of the City Hall at Brainerd, Minnesota, at 7:30 p.m. on Monday, April 1, 2019 to conduct a Public Hearing to consider said Vacation.

Such persons as desire to be heard with reference to the proposed vacation of said street will be heard at this meeting.

Dated this 5th day of March 2019

Cassandra Torstenson
City Administrator

Publish - 2 times on
March 8, 2019 and March 15, 2019

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

RESOLUTION VACATING STREET

WHEREAS, a hearing was duly held on April 1, 2019 for the proposed vacation of the following described Street:

That portion of Pine Street lying between the east right-of-way line of S 5th Street and the west right-of-way line of S 6th Street and lying adjacent to all or portions of Lots 11 and 13, Block 185 in the First Addition to Brainerd and Block 161 in the First Addition to Brainerd.

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

1. That the Street as previously described is hereby vacated.

2. The City of Brainerd, however, specifically reserves unto itself an easement for utilities over, under, and upon said portion of the vacated street.

Adopted this ____ day of April 2019

_____
GABE JOHNSON
President of the Council

Approved this ____ day of April 2019

_____
EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: PH and Res - Alley Vacation-16th to 17th St SE between Oak and Norwood

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Pursuant the notice of hearing, published and mailed notice was sent to effected parties relating to ISD #181's request to vacate the alley between Oak Street and Norwood Street running between 16th Street SE and 17th Street SE. The hearing to vacate 16th Street SE was held previously at this meeting.

Alternatives, Options, Effects on Others/Comments:

Vacation of City alleys is regulated by Minnesota Statute 412.851. A petition from a majority of abutting property owners was received from ISD #181 on February 24, 2019. The City Council adopted a resolution declaring the sufficiency of the petition and setting a public hearing for April 1, 2019 at 7:30 PM at the March 4, 2019 City Council meeting. Mailed notice of the hearing was sent to effected parties relating to the possible alley vacation. The City Council may vacate an alley only upon a finding that the vacation is in the interest of the public. The public includes all parties, even those that are not in the immediate vicinity of the proposed vacation. A private benefit derived from the vacation does not bar the vacation, so long as a concurrent benefit to the public can be substantiated. The school district has been working to obtain all properties along the proposed vacation, and thus, this alley would only benefit the school district to maintain. The public will benefit from this proposed vacation by incurring less costs as it related to alley maintenance or other activities in the future, such as resurfacing or reconstruction. Staff is recommending approval of this vacation request, as it meets the benefit test to allow street vacations. This alley would serve no purpose but to access school district property, in which the school district is requesting the vacation of this proposed alley (west 2/3). This would, however, create a dead end, and staff recommends that a solution to this issue is realized through the design process to allow for garbage trucks and heavy equipment the ability to turn around or exit without backing. This request would be for the remaining 1/3 of the alley that is not vacated on the east end.

Recommended Action/Motion:

Staff recommends holding the public hearing for the vacation of the alley between Oak Street and Norwood Street between 16th Street SE and 17th Street SE and hearing testimony for or against the proposed vacation. Staff recommends adoption of the attached resolution in which vacates said alley way, under the condition that the petitioner provides access or the ability for heavy equipment or garbage trucks to exit the alley without backing.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

PETITION FOR STREET OR ALLEY VACATION

Date Feb 21, 2019

Brainerd, Minnesota

To the City Council of Brainerd, Minnesota:

We, the undersigned, owners of real estate abutting on the following described street or alley hereby petition that such street be vacated as follows:

Westerly 2/3 of the alley between 16th Street SE and 17th Street SE (properties that abut this portion of the alley include all or portions of Lots 3, 4, 5, 6, 7, 8, 9, and 10, Block 16 of Sleepers Addition to Brainerd). Please refer to attached map.

in accordance with the provisions of Brainerd City Code Section 810.

	NAME	ADDRESS	LEGAL DESCRIPTION
1.	Mari Ford	1609 Oak Street, Brainerd	
2.	Mari Ford	1609 Oak Street (lot next - Address unknown)	vacant lot next to Address unknown.
3.	[illegible]	1601 Oak Street, Brainerd, MN	
4.	[illegible]	~~515~~ SE. 16th Street, Brainerd, MN.	
5.		509 SE. 16th Street, Brainerd, MN.	
6.	Christian Hankel	1616 Norwood Street, Brainerd MN	
7.	Christian Hankel	1616 Norwood Street, Brainerd, MN. (extra lot tied to ↑ address)	

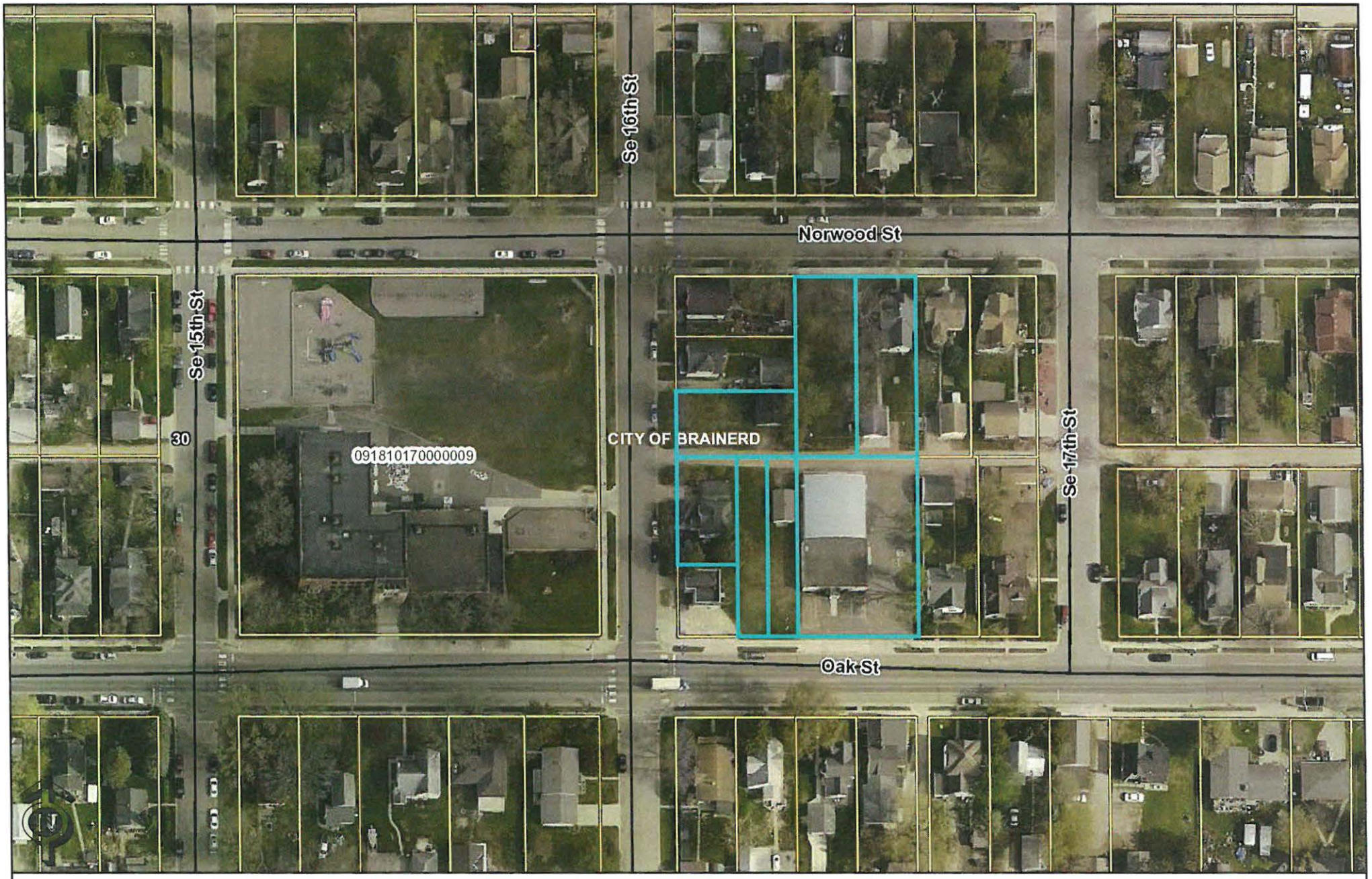
STATE OF MINNESOTA }
} ss
COUNTY OF CROW WING }

JEFF FLATEN, being duly sworn on oath, deposes and says that he/she is the property owner in regard to the above entitled petition; that he/she has read the foregoing petition which includes the signatures of abutting property owners and knows the contents and signatures thereof; and that the same are true of his own knowledge, save and except as to those matters therein stated on information and belief, and to such matters, he/she believes it to be true.

Subscribed and sworn to before me

this 21st day of February, 2019

LINDA WINTEROWD
Notary Public
State of Minnesota
My Commission Expires
January 31, 2024



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Alley Between 16th Street SE and 17th Street SE

Alley Vacation Petition

Date: 2/4/2019 Time: 5:57:17 PM

CROW WING COUNTY MINNESOTA

Alley Vacation Paperwork – Legal Descriptions

1. Brainerd School District: 1609 Oak Street, Lots 9 and 10 Block 16, Sleepers Addition to Brainerd
2. Brainerd School District: Unknown address, vacant lot, See above.
3. Milton (Tony) Sarff, Unknown address, West 25 FT of lot 8, Block Bock 16, Sleepers Addition to Brainerd
4. Richard Van Wygeeren, 515 SE 16th Street, All of Lot 7 Block 16, except the S60 Ft thereof, Sleepers Addition to Brainerd
5. Cluever Construction, 509 SE 16th Street, S 55 Ft of S 100 Ft of Lots 5 & 6, Block 16, Sleepers Addition to Brainerd
6. Christian Hankel, 1616 Norwood Street, Lot 3, Block 16, Sleepers Addition to Brainerd
7. Christian Hankel, Unknown address, vacant lot, XXX Norwood Street, Lot 4, Block 16, Sleepers Addition to Brainerd

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Brainerd has received 3 petitions from Independent School District 181 for the vacation of all or portions of 16th Street Southeast between Oak Street and Norwood Street, the east/west alley between Oak Street and Norwood Street between 16th Street SE and 17th Street Southeast, and Pine Street between South 5th Street and South 6th Street legally described below for each respective portion:

16th Street Southeast – Oak Street to Norwood Street
That portion of 16th Street Southeast lying between the north right-of-way line of Oak Street and the south right-of way line of Norwood Street adjacent to all or portions of Lots 5, 6, and 7, Block 16 of Sleeper's Addition to the City of Brainerd and Block 17 of Sleeper's Addition to the City of Brainerd.

East/West Alley – 16th Street Southeast to 17th Street Southeast between Oak Street and Norwood Street
That portion of the east west alley between Oak Street and Norwood Street between 16th Street Southeast and 17th Street Southeast adjacent to Lots 3, 4, 5, 6, 7, 8, 9, and 10 of Sleeper's Addition to the City of Brainerd. This constitutes the westerly 2/3 of said alley way.

Pine Street – South 5th Street to South 6th Street
That portion of Pine Street lying between the east right-of-way line of S 5th Street and the west right-of-way line of S 6th Street and lying adjacent to all or portions of Lots 11 and 13, Block 185 in the First Addition to Brainerd and Block 161 in the First Addition to Brainerd.

Notice is further given that the City Council of Brainerd will meet in the Council Chambers of the City Hall at Brainerd, Minnesota, at 7:30 p.m. on Monday, April 1, 2019 to conduct a Public Hearing to consider said Vacation.

Such persons as desire to be heard with reference to the proposed vacation of said street will be heard at this meeting.

Dated this 5th day of March 2019

Cassandra Torstenson
City Administrator

Publish - 2 times on
March 8, 2019 and March 15, 2019

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

RESOLUTION VACATING ALLEY

WHEREAS, a hearing was duly held on April 1, 2019 for the proposed vacation of the following described Alley:

That portion of the east west alley between Oak Street and Norwood Street between 16th Street Southeast and 17th Street Southeast adjacent to Lots 3, 4, 5, 6, 7, 8, 9, and 10 of Sleeper's Addition to the City of Brainerd. This constitutes the westerly 2/3 of said alley way.

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

1. That the Alley as previously described is hereby vacated.

2. The City of Brainerd, however, specifically reserves unto itself an easement for utilities over, under, and upon said portion of the vacated alley.

Adopted this ____ day of April 2019

_____
GABE JOHNSON
President of the Council

Approved this ____ day of April 2019

_____
EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: Six Month Waiting Period Waiver - 214 2nd Ave NE

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 2 minutes

Summary of Issue:

The City Council approved variances to allow Mr. William Cory to build a 20'x17.5' garage on his property at 214 2nd Ave NE at their regular meeting on January 22, 2019. Mr. Cory had requested to build a 20'x24' garage, but the Planning Commission restricted his request to 20'x17.5' to remain within lot coverage requirements as regulated in the Zoning Code. Mr. Cory does not believe the size restrictions would allow him to build a garage that properly suits his needs. He has since acquired the lot to his immediate south (212 2nd Ave NE) and has applied to join the lots together. Mr. Cory is requesting that the City Council waive the 6 month requirement to reapply for a variance as regulated in Section 515-7-3.G of the Code of Ordinances.

Alternatives, Options, Effects on Others/Comments:

By purchasing 212 2nd Ave NE and combining the lot with his current property, Mr. Cory will have a 7,000 square foot lot that conforms to the Zoning Code for R-1 Single Family Residential properties. As such, Mr. Cory would only need to seek one variance to allow a 20'x24' garage on a property with a dwelling less than 750 square feet per Section 515-17-4.A.2 of the Code of Ordinances. Waiving the 6 month waiting period would allow Mr. Cory to reapply for the aforementioned variance, which would be considered by the Planning Commission.

Recommended Action/Motion:

Motion to waive the 6 month waiting period requirement per Section 515-7-3.G of the Code of Ordinances for Mr. William Cory at 214 2nd Ave NE and allow for reapplication to be considered by the Planning Commission.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☑ No

Please Explain:

Brainerd, MN
January 22, 2019

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

Upon roll call, the following members were noted as present: Bevans, Badeaux, Hilgart, Lambert, Stunek, Pritschet and Johnson. 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 LAMBERT, DULY CARRIED, TO APPROVE THE AGENDA.

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

A. Approval of the Minutes of the Regular Meeting held on January 7, 2019 and the Special Meeting held on January 15, 2019 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 14 – Renewals

C. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

D. Adopt Resolution Accepting Donations & Contributions for the 4th Quarter 2018 – Adopted by Resolution 03:19

E. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Council 11679, Saint Mathias, 1844 S. Oakridge Ln., Fort Ripley for an Event to be Held on March 24, 2019 at St. Francis of the Lakes Catholic School, 817 Juniper St., Brainerd - Approved

F. Approval of Bills – Approved

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

Presentations

The Chair welcomed Ms. Holly Holm, executive director of Brainerd Community Action, who thanked the Council for the opportunity to give a recap of the past year activities and events. She stated in 2018 she did a complete assessment of the programs and made improvements and changes along the way to work smarter, not harder. She streamlined many processes and procedures with the fiduciaries to improve communication and transparency. She stated that Community Action does more than organize the 4th of July festivities. They partner with many non-profits in the area as well as planning other events in the community and are the fiscal agent for

several fundraising initiatives including the Save the Water Tower efforts. Community Action has been involved with the program "The Newcomers Club", sponsored in part by Brainerd Lakes Area Community Foundation and the Initiative Foundation, which aims to retain and keep new residents here in Brainerd. The mission purpose and mission statement of Community Action have been revised and she reviewed the goals of Community Action going forward. She answered questions of the Council and the Chair thanked her for the presentation.

Unfinished Business

Appointment of Council Committees for 2019 and 2020

Council President Johnson appointed the following members to the Personnel and Finance Committee and the Safety and Public Works Committee:

Personnel and Finance Committee

Dave Badeaux, Kevin Stunek and Sue Hilgart as Chair

Safety and Public Works Committee

Jan Lambert, Dave Pritschet and Kelly Bevans as Chair

Appointment of Council Liaisons

Mayor Menk appointed the following Council Liaisons:

Charter Commission: Kelly Bevans – Term Expires 12/31/2022
Economic Development Authority (EDA): Kelly Bevans – Term Expires 12/31/2022
Economic Development Authority (EDA): Gabe Johnson – Term Expires 12/31/2022
Brainerd HRA: Gabe Johnson – Term Expires 12/31/2020
Public Utilities Commission: Ed Menk – Term Expires 12/31/2022
Rental Housing BOA: Dave Badeaux – Term Expires 12/31/2020
Transportation Advisory Committee (TAC): Jan Lambert – Term Expires 12/31/2020
Transportation Advisory Committee (TAC): Sue Hilgart – Term Expires 12/31/2020

Council President Johnson appointed the following Council Liaisons:

Airport Commission: Kevin Stunek – Term Expires 12/31/2019
Planning Commission: Jan Lambert – Term Expires 12/31/2020

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

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

Mayor Recommended: (all terms expire on 12/31 of said year)
Cable TV Advisory Committee – 2 terms (Expire 2021)
Charter Commission –1 term (Expire 2021) – 1 term (Expire 2022)
Transportation Advisory Committee – 1 term (Expire 2019) – 1 term (Expire 2021)
Rental Dwelling Board of Appeals – 2 terms (see below) (Expire 2020)

1. *Tenant Representative (1)*
2. *General Public Representative (1)*

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

New Business

Request for Lieutenant Promotion Process - Approved

Police Chief McQuiston indicated the Police & Fire Civil Service Commission met recently and made amendments to the existing Civil Service Rules and Procedures to create the new position of Lieutenant. He stated that the job description was also approved at the Civil Service Committee meeting and should have been included in the packet for approval. The job description will be presented at the February 4th Council meeting. Police Chief McQuiston explained the promotion process and hopes to be able to recommend a candidate for promotion at the March 4th Council meeting.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE AUTHORIZATION FOR THE POLICE AND FIRE CIVIL SERVICE COMMISSION TO ESTABLISH AN ELIGIBILITY LIST FOR THE LIEUTENANT PROMOTION TO STARTTHE PROMOTIONAL TESTING PROCESS WITH THE JOB DESCRIPTION GOING TO COUNCIL ON FEBRUARY 4, 2019.

Police Officer Resignation and Request to Hire Police Officers - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF OFFICER PRINCE, AND AUTHORIZE CONDITIONAL JOB OFFERS TO ISMAIL TOURE AND CHASE REED WITH TENTATIVE STARTING DATES OF FEBRUARY 25 AND MARCH 18 RESPECTIVELY, PENDING SUCCESSFUL COMPLETION OF THE PRE-EMPLOYMENT SCREENING PROCESS.

Improvement 16-09 – Buffalo Hills Lane and Mississippi Drive Reconstruction – Request to Authorize Letter Report - Approved

City Engineer Sandy stated a second public meeting was held recently regarding the Buffalo Hills Lane and Mississippi Drive reconstruction. There were some negative public comments on the proposed assessment methodology. He stated after discussion with the City Attorney, it is recommended to hire a certified appraiser to give guidance regarding special assessment determination by taking into consideration the physical and/or economic characteristics and market information. This report will give a general outline of benefits to the proposed properties to be assessed.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE QUOTE FROM NAGELL APPRAISAL & CONSULTING AT THE COST OF $2,200 TO BE ALLOCATED FROM THE CONSTRUCTION FUND AND MOVED TO THE PROJECT COST FUND IF THE PROJECT PROCEEDS.

Council member Bevans directed staff to research the alternatives the City has regarding Buffalo Hills Lane if this project does not occur.

Improvement 17-10 – Sanitary Sewer Project – Alley of Oak to Pine from SE 11th Street to SE 19th Street – Authorization to Bid - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND AUTHORIZE THE SOLICITATION OF BIDS FOR IMPROVEMENT 17-10, SANITARY SEWER RECONSTRUCTION LOCATED IN THE ALLEY BETWEEN OAK AND PINE STREET FROM SE 11TH STREET TO SE 19TH STREET.

SP1806-76 – TH 210 Construction in 2019 - Informational

City Engineer Sandy announced that MnDOT is planning a reconstruction of Trunk Highway 210 from the city limits of Brainerd to Ironton in the summer of 2019. It has been determined there are no conflicts with city utilities.

2019 Workers' Compensation Renewal - Informational

Finance Director Hillman stated the 2019 workers' compensation had been budgeted using an experience modification of 1.10. The actual renewal came in with an experience modification of 1.16, which is approximately a 6% increase in premium than what was budgeted.

First Reading of Proposed Ordinance No. 1491 – An Ordinance to Amend City Code Section 1200 Intoxicating Liquor - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK, DULY CARRIED, TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1491 – AN ORDINANCE TO MODIFY SECTION 1200 OF THE CITY CODE TO ALLOW SUNDAY ON-SALE LICENSES FOR BREWERIES AND TAPROOMS.

Planning Commission

First Reading of Proposed Ordinance No. 1490 – An Ordinance to Amend Section 515-57: R-3, High Density Residential District - Approved

Community Development Director Chanski explained the Planning Commission had discussed this topic last summer. They voted unanimously to approve recommending the amendment to Section 515-57 to allow single family dwellings as a permitted use in R-3 (High Density) residential districts.

MOVED AND SECONDED BY ALDERMEN HILGART AND PRITSCHET, DULY CARRIED, TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1490 – AN

ORDINANCE TO AMEND SECTION 515-57 TO ALLOW SINGLE FAMILY DWELLINGS AS PERMITTED USES IN R-3 HIGH DENSITY RESIDENTIAL DISTRICTS.

Variance Request – 214 2nd Ave NE – To Construct a 20' x 24' Garage – Approved as Modified

Community Development Director Chanski stated an application was submitted by Mr. William Cory for a variance to construct a 20' x 24' garage on his property at 214 2nd Ave NE. The request went before the Planning Commission at the January 16th meeting. Mr. Cory is seeking the following variances from Section 515-17 General Building, Use and Design Provisions:

3. A. Building Design Standards

2. a. *Single Family Standards. An attached or detached garage is limited in size to sixteen (16) ft by twenty (20) ft.* The proposed size of the garage and storage building is 20'x24'.

8. B. Residential Accessory Buildings, Structures and Uses

3. a*. Accessory Building Floor Area, Height and Number. The combination of accessory buildings and garages (attached and detached) per lot shall not exceed the following standards:*

Zoning District	Maximum Allowable Floor Area
R-2	10% of lot area

The lot is 3,500 sq. ft., limiting accessory building area to 350 sq. ft. The proposed garage and storage building totals approximately 480 sq. ft., which is approximately 13.7% of the lot area.

3. c*. Height. Detached accessory buildings shall not exceed the height of the principle building or fifteen (15) feet, whichever less.* The roof height of the 14.5' dwelling at the midpoint is approximately 12.2' and the roof height of the 20' garage at the midpoint is approximately 13.5'.

4. b*. Setbacks. Side and rear setbacks shall be as provided for in the respective Zoning District.* Accessory Building and Structure side yard set backs are three feet and a 20" side yard setback along the north property line is proposed.

Community Development Director Chanski indicated the Planning Commission recommended approval of the application with the following conditions and based on the findings of fact:

CONDITIONS

- Garage size must be no larger than 17 ½' deep x 20' wide
- Gutters must be installed on the north side of the garage

FINDINGS OF FACT

- The narrowness of the lot makes conformance with the current code unfeasible
- The small size of the existing house makes conforming to the size requirement of the garage difficult
- Utilities along the south side of the lot make encroachment unfeasible and justifies a northern encroachment

- Proposed structure is consistent in dimension and character to the neighborhood

Community Development Director Chanski stated he received an email from the applicant after the Planning Commission meeting, stating he did not feel the Planning Commission had all the necessary information in order to completely review the request. The applicant requested it be returned to the Planning Commission with a staff report and findings of fact that the previous City Planner would draft prior to a meeting.

Council member Lambert, who is the council liaison, stated there was adequate information provided in order to make the decision. The findings of fact and staff report is not a requirement to decide an outcome of a request – this was just a practice that City Planner Ostgarden would do. She stated all the necessary information was reviewed. Descending members of the Planning Commission were not in favor of the variance request for reasons other than not having enough information to make a decision.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BEVANS, DULY CARRIED, TO APPROVE THE VARIANCE WITH THE CONDITIONS BASED ON THE RECOMMENDATIONS OF 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 thanked Mr. Mike Higgins of Brainerd Industrial Center for the presentation and staff for the smooth process in the lease agreement.

Mayor Menk announced Dairy Queen is opening in the former KFC building in east Brainerd, and Giovanni's Pizza has reopened under new management.

Motion to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:15 p.m.

Adjourn

The Chair adjourned the meeting at 8:34 p.m.

Cassandra Torstenson
City Administrator

January 22, 2019

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: Ordinance No. 1493 Pertaining to the Zoning in the City of Brainerd

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 2 minutes

Summary of Issue:

Mr. James Runberg has applied on behalf of himself to have his properties at 940 and 944 28th St SE and on behalf of the property owners for the unaddressed property to his immediate south (PIN 0914300005H009) for rezoning of the properties from R-1 Single Family Residential District to R-2 Medium Density Residential District for the purpose of bringing his current properties back into zoning compliance and to construct a twin home on the unaddressed property, which he will purchase upon approval of rezoning.

Alternatives, Options, Effects on Others/Comments:

At their regular meeting on Wednesday, March 20, the Planning Commission unanimously voted to recommend approval of the rezoning application. In his motion to approve this request, Commissioner Marohn added a 6th finding of fact, "There is some ambiguity in terms of the current zoning, this act is designed to bring clarity to the situation."

Recommended Action/Motion:

Motion to adopt Ordinance No. 1493, an ordinance amending Ordinance No. 812 pertaining to the zoning in the City of Brainerd.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☑ No

Please Explain:

City of Brainerd
Community Development Department

TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: March 14, 2019

RE: 940 & 944 28th St. and Unaddressed Property Rezoning

James Runberg, 1205 Lakeview, Brainerd, MN 56401, has submitted a request on behalf of himself to rezone his property at 940 and 944 28th St. and on behalf of the property owners at the unaddressed property to the immediate south (P.I.N. 0914300000H009) from R-1 Single Family Residential District to R-2 Medium Density Residential District.

The purpose of the rezoning request is to bring 1) Mr. Runberg's property back into zoning compliance, and 2) allow for the construction of a twin home on the unaddressed property, which Mr. Runberg will purchase upon rezoning.

<u>Findings of Fact</u>

1. The twin home located at the addresses of 940 and 944 28th St. is currently a non-conforming use as R-1 districts prohibit multi-family housing.
2. The requested properties were properly zoned as a R-2 Medium Density Residential District when the twin home was constructed in 2004.
3. The unaddressed property (P.I.N. 0914300000H009) is suitable for the construction of a twin home.
4. Returning the properties to a R-2 District will have the following impacts:
    a. The twin home at 940 and 944 28th St. will return to zoning compliance, which will allow the property owner to better maintain and improve the property.
    b. Rezoning the unaddressed property will allow the applicant to construct new, affordable housing, which is a need the City of Brainerd.
    c. Location of the proposed new multi-family construction will have minimal impact on the existing neighboring residences as it will be clustered next to existing multi-family housing and as there are buffers in place (28th St. to the east and a tree line to the south and west) to separate new construction from existing single-family residences.
5. Mr. Runberg is a landlord in good standing with the City of Brainerd, and there are no documented ordinance violations for his residences at 940 and 944 28th St.

As of this writing, no parties have come forward to express their objections to this rezoning request.

Staff Opinion

As the City of Brainerd is in need of new, affordable housing options, and as Mr. Runberg is a landlord in good standing with the City of Brainerd, and as his properties at 940 and 944 28th St. have no documented ordinance violations, and as Mr. Runberg's property is currently non-conforming due to rezoning, which occurred after the twin-home was constructed, and as bringing the property back into zoning compliance would result in the ability to properly maintain and improve the existing residence, and as the construction of new multi-family housing should have minimal impact on the surrounding residences, staff recommends approval of this rezoning request.

City Planning Department
City Hall – 501 Laurel Street
Brainerd, MN 56401
218-828-2309/Fax 218-828-2316
www.ci.brainerd.mn.us

RECEIVED
MAR 06 2019
CITY OF BRAINERD
ADMINISTRATION

Receipt # _____
Check # _____
Date Paid: _____

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)
REZONING	☒ ($300.00)	☐ ($500.00)
VARIANCE	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)

PROPERTY ADDRESS: 940+944 28th Street S.E., Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy) See Attached Legal Description.

Property Owner Name: James P. & Diane E. Runberg
Street Address: 1205 Lakeview Lane N. **City:** Brainerd **State:** MN **Zip Code** 56401
Phone Number: 218-270-2217 **Fax:** N/A **E-mail:** jrunberg@brainerd.net
Applicant Name: (If different than Property Owner) James P. Runberg
Street Address: 1205 Lakeview Lane N. **City:** Brainerd **State:** MN **Zip Code:** 56401
Phone Number: 218-270-2217 **Fax:** None **E-mail:** jrunberg@brainerd.net

Description of Request: This subject property (Tract A), was zoned R2 when Diane and I purchased it, in 2004. We did build a "Twin Home" on Tract A in 2005. However, 2 or 3 years ago the City of Brainerd Re-Zoned This property (Tract A), with our "Twin Home" on Tract A, To R1. We wish to have it rezoned back To R2, To reflect the use of this property.

James P. Runberg — Diane Runberg — March 6, 2019
Property Owner Signature — Date

James P. Runberg — DIANE RUNBERG
(Please print name)

James P. Runberg — Diane Runberg — March 6, 2019
Applicant Signature — Date

James P. Runberg — DIANE RUNBERG
(Please print name)

(OVER)

AGENCY REVIEW CHECKLIST

Your request may require review by one or more of the agencies listed below. The City of Brainerd will determine which agencies will need to review your application and provide that agency with the notice of public hearing regarding your application:

_____ **BRAINERD FIRE DEPARTMENT**
Attn: Fire Chief; 23 Laurel St; Brainerd, MN 56401; 218-828-2312; fire@ci.brainerd.mn.us

_____ **BRAINERD POLICE DEPARTMENT**
Attn: Corky McQuiston, 225 East River Road; Brainerd, MN 56401; 218-829-2805; corky.mcquiston@ci.brainerd.mn.us

_____ **BRAINERD PUBLIC UTILITIES**
Attn: Scott Magnuson, Supt.; P.O. Box 373; Brainerd, MN 56401; 218-829-8726; smagnuson@bpu.org

_____ **BWSR (MN Board of Water and Soil Resources)**
Attn: Chris Pence; 1601 Minnesota Dr; Brainerd, MN 56401; 218-828-2383; chris.pence@state.mn.us

_____ **CITY OF BAXTER**
Attn: Josh Doty; Community Development Director, 13190 Memorywood Dr; Baxter, MN 56425; 218-454-5100

_____ **CROW WING COUNTY HIGHWAY DEPARTMENT**
Attn: Tim Bray, County Engineer; 16589 County Rd 142; Brainerd, MN 56401; 218-824-1110/FAX 218-824-1111
tim.bray@crowwing.us

_____ **CROW WING COUNTY SOIL AND WATER CONSERVATION DISTRICT**
Attn: Melissa Barrick; 322 Laurel St-Ste. 13; Brainerd, MN 56401; 218-828-6197/FAX 828-6095
melissa.barrick@crowwingswcd.org

_____ **CROW WING COUNTY SURVEYOR'S OFFICE**
322 Laurel St Ste 14.; Brainerd, MN 56401; 218-824-1124/FAX 824-1126

_____ **HRA**
Attn: Jennifer Bergman; 324 E. River Rd.; Brainerd, MN 56401; 218-828-3705/FAX 828-8817; jennifer@brainerdhra.org

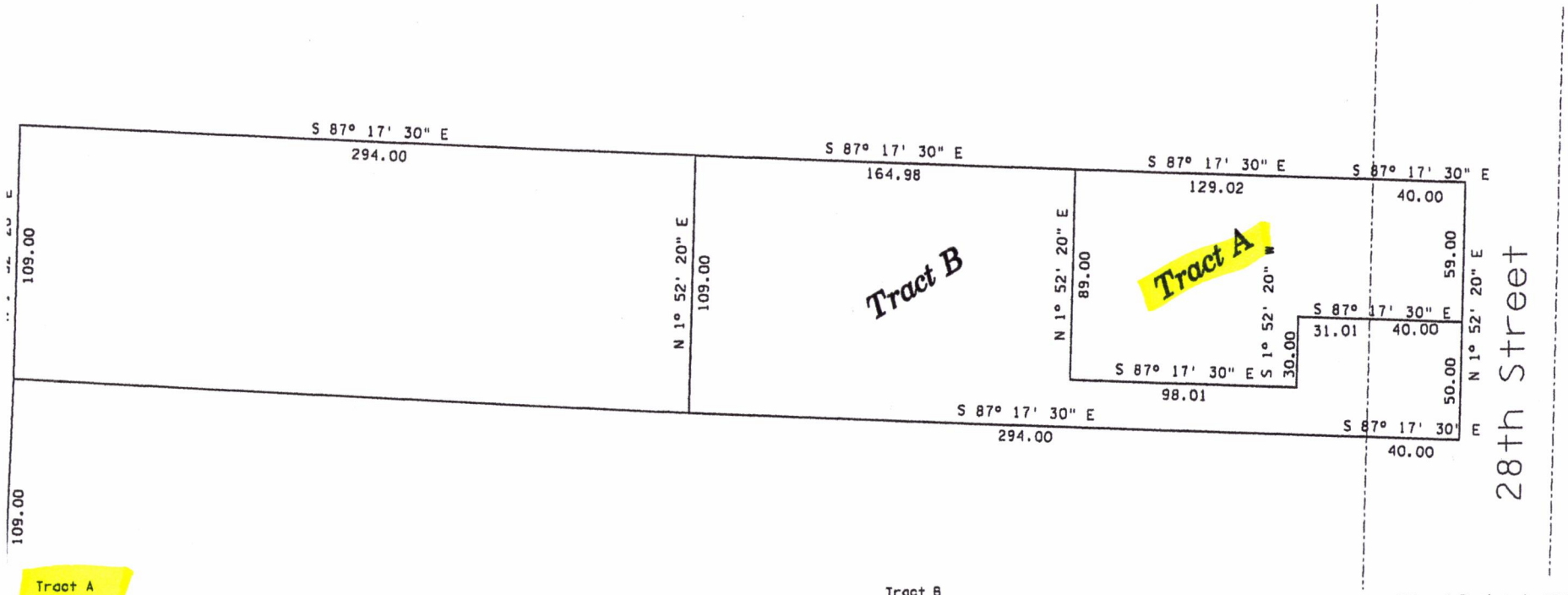
_____ **MISSISSIPPI HEADWATERS BOARD**
322 Laurel Street Ste 5; Brainerd, MN 56401; 218-824-1307/FAX 824-1104
mhb@mississippiheadwaters.org

_____ **MINNESOTA DEPARTMENT OF TRANSPORTATION**
Attn: Steve Voss; 7694 Industrial Park Rd.; Baxter, MN 56425; 218-828-5779; steve.voss@state.mn.us

_____ **MINNESOTA DEPARTMENT OF NATURAL RESOURCES**
Attn: Wade Miller; 1601 Minnesota Dr.; Brainerd, MN 56401; 218-828-2605/FAX 828-6043; wade.miller@state.mn.us

_____ **MINNESOTA POLLUTION CONTROL AGENCY**
Attn: Reed Larson; 7678 College Rd-Ste. 105; Baxter, MN 56425; 218-828-2492/FAX 828-2594
Reed.Larson@state.mn.us

_____ **U.S. ARMY CORPS OF ENGINEERS**
Attn: Jeff Koshak; 8896 E. Gull Lake Dr.; Brainerd, MN 56401; 218-829-8402



Tract A

That part of Tract Five (5) of Holland's First Addition to the City of Brainerd, according to the recorded plat thereof on file and of record in the Office of the County Recorder, in and for Crow Wing County, Minnesota, described as follows, to-wit:

Commencing at the iron monument at the Southwest corner of said Tract Five; thence North 01 degree 52 minutes 20 seconds East, assumed bearing, 218.00 feet along the west line of said Tract Five; thence South 87 degrees 17 minutes 30 seconds East, a distance of 458.98 feet to the point of beginning; thence South 01 degrees 52 minutes 20 seconds West, a distance of 89.00 feet; thence South 87 degrees 17 minutes 30 seconds East a distance of 98.01 feet; thence North 01 degrees 52 minutes 20 seconds East, a distance of 30.00 feet; thence South 87 degrees 17 minutes 30 seconds East a distance of 71.01 feet to the east line of said Tract Five; thence North 01 degrees 52 minutes 20 seconds East, a distance of 59.00 feet; thence North 87 degrees 17 minutes 30 seconds West, a distance of 169.02 feet to the point of beginning.

Said parcel contains 12,910 square feet, more or less, and is subject to all restrictions, reservations and easements of record, if any.

Tract B

That part of Tract Five (5) of Holland's First Addition to the City of Brainerd, according to the recorded plat thereof on file and of record in the Office of the County Recorder, in and for Crow Wing County, Minnesota, described as follows, to-wit:

Commencing at the iron monument at the Southwest corner of said Tract Five; thence North 01 degree 52 minutes 20 seconds East, assumed bearing, 218.00 feet along the west line of said Tract Five; thence South 87 degrees 17 minutes 30 seconds East, a distance of 294.00 feet to the point of beginning; thence continuing South 87 degrees 17 minutes 30 seconds East, a distance of 164.98 feet; thence South 01 degrees 52 minutes 20 seconds West, a distance of 89.00 feet; thence South 87 degrees 17 minutes 30 seconds East a distance of 98.01 feet; thence North 01 degrees 52 minutes 20 seconds East, a distance of 30.00 feet; thence South 87 degrees 17 minutes 30 seconds East a distance of 71.01 feet to the east line of said Tract Five; thence South 01 degrees 52 minutes 20 seconds West, a distance of 50.00 feet; thence North 87 degrees 17 minutes 30 seconds West, a distance of 334.00 feet; thence North 01 degrees 52 minutes 20 seconds East, a distance of 109.00 feet to the point of beginning.

Said parcel contains 23,491 square feet, more or less, and is subject to all restrictions, reservations and easements of record, if any.

City Planning Department
City Hall – 501 Laurel Street
Brainerd, MN 56401
218-828-2309/Fax 218-828-2316
www.ci.brainerd.mn.us

RECEIVED
MAR 06 2019
CITY OF BRAINERD
ADMINISTRATION

Receipt # _____
Check # _____
Date Paid: _____

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)
REZONING	☒ ($300.00)	☐ ($500.00)
VARIANCE	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)

PROPERTY ADDRESS: XXX 28th Street S.E., Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy) Please See Attached Legal Description.

Property Owner Name: John + Nancy Blizil

Street Address: 5103 Camden Rd. **City:** Baxter **State:** MN **Zip Code** 56425

Phone Number: 218-766-3431 **Fax:** None **E-mail:** blizaj@yahoo.com

Applicant Name: (If different than Property Owner) _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Phone Number: _____ **Fax:** _____ **E-mail:** _____

Description of Request: Diane and I want to buy this Land, which was zoned R2, and, recently re-zoned To R1. We would like To build a "Twinhome" very similar To our Twinhome located next door. It will be a high quality home (Twin), with attached garages with electric door openers. The home style will fits very well with the existing home improvements in The neighborhood.

John Blizil Nancy Blizil — 3/4/19
Property Owner Signature — **Date**

John Blizil Nancy Blizil
(Please print name)

James P. Runberg — 3-6-19
Applicant Signature — **Date**

James P. Runberg
(Please print name)

Diane E. Runberg
DIANE E. RUNBERG

(OVER)

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Attn: Corky McQuiston, 225 East River Road; Brainerd, MN 56401; 218-829-2805; corky.mcquiston@ci.brainerd.mn.us

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Attn: Scott Magnuson, Supt.; P.O. Box 373; Brainerd, MN 56401; 218-829-8726; smagnuson@bpu.org

_____ **BWSR (MN Board of Water and Soil Resources)**
Attn: Chris Pence; 1601 Minnesota Dr; Brainerd, MN 56401; 218-828-2383; chris.pence@state.mn.us

_____ **CITY OF BAXTER**
Attn: Josh Doty; Community Development Director, 13190 Memorywood Dr; Baxter, MN 56425; 218-454-5100

_____ **CROW WING COUNTY HIGHWAY DEPARTMENT**
Attn: Tim Bray, County Engineer; 16589 County Rd 142; Brainerd, MN 56401; 218-824-1110/FAX 218-824-1111
tim.bray@crowwing.us

_____ **CROW WING COUNTY SOIL AND WATER CONSERVATION DISTRICT**
Attn: Melissa Barrick; 322 Laurel St-Ste. 13; Brainerd, MN 56401; 218-828-6197/FAX 828-6095
melissa.barrick@crowwingswcd.org

_____ **CROW WING COUNTY SURVEYOR'S OFFICE**
322 Laurel St Ste 14.; Brainerd, MN 56401; 218-824-1124/FAX 824-1126

_____ **HRA**
Attn: Jennifer Bergman; 324 E. River Rd.; Brainerd, MN 56401; 218-828-3705/FAX 828-8817; jennifer@brainerdhra.org

_____ **MISSISSIPPI HEADWATERS BOARD**
322 Laurel Street Ste 5; Brainerd, MN 56401; 218-824-1307/FAX 824-1104
mhb@mississippiheadwaters.org

_____ **MINNESOTA DEPARTMENT OF TRANSPORTATION**
Attn: Steve Voss; 7694 Industrial Park Rd.; Baxter, MN 56425; 218-828-5779; steve.voss@state.mn.us

_____ **MINNESOTA DEPARTMENT OF NATURAL RESOURCES**
Attn: Wade Miller; 1601 Minnesota Dr.; Brainerd, MN 56401; 218-828-2605/FAX 828-6043; wade.miller@state.mn.us

_____ **MINNESOTA POLLUTION CONTROL AGENCY**
Attn: Reed Larson; 7678 College Rd-Ste. 105; Baxter, MN 56425; 218-828-2492/FAX 828-2594
Reed.Larson@state.mn.us

_____ **U.S. ARMY CORPS OF ENGINEERS**
Attn: Jeff Koshak; 8896 E. Gull Lake Dr.; Brainerd, MN 56401; 218-829-8402

Crow Wing County

Crow Wing County
Land Services
322 Laurel St, Suite 15
Brainerd, MN 56401

218-824-1010
www.crowwing.us

Property ID: 09143000005H009
Owner:BLIZIL, JOHN E & NANCY

Taxpayer(s):

TAXPAYER # 143733
BLIZIL, JOHN E & NANCY
5103 CAMDEN RD
BAXTER MN 56425

Property Description:
CITY OF BRAINERD
SEC:30 TWP: 45.0 RG:30 LOT:5 BLK: ACRES: .82
HOLLAND'S FIRST ADDITION TO THE CITY OF BRD
PT OF TRACT 5 DESC COMM AT SW COR OF SD TRACT
5 THEN N 1D 52'20"E ASSM BEAR ALG W LINE OF

2018 Property Tax Statement

	VALUES & CLASSIFICATION	
	Taxes Payable Year: 2017	2018
STEP 1	Estimated Market Value:	10,400
	Homestead Exclusion:	
	Taxable Market Value:	10,400
	New Improvements/ Expired Exclusions:	
	Property Classification: - N/A -	RES HMSTD
	Sent in March 2017	
STEP 2	**PROPOSED TAX**	
	Proposed Tax:(excluding special assessments) Sent in November 2017	154.00
STEP 3	**PROPERTY TAX STATEMENT**	
	First-half Taxes: May 15	77.00
	Second-half Taxes: October 15	77.00
	Total Taxes Due in 2018:	154.00

$$$ REFUNDS? *You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply.*

	Taxes Payable Year: 2017	2018
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	☐	154.00
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		
PROPERTY TAX AND CREDITS		
3. Property tax before credits		154.00
4. Credits that reduce property taxes:		
A. Agricultural and rural land credits		
B. Taconite tax relief		
C. Other credits		
5. Property tax after credits		154.00
PROPERTY TAX BY JURISDICTION		
6. County		32.08
7. City or Town		80.05
8. State General Tax		
9. School District: A. Voter approved levies		10.81
0181 B. Other local levies		29.14
10A. Special taxing district		1.92
B. Tax increment		
C. Fiscal disparity		
11. Non-school voter approved referenda levies		
12. Total property tax before special assessments		154.00
SPECIAL ASSESSMENTS		
13A.		
B.		
C.		
14. Total property tax and special assessments		154.00

ISSUED 03/16/2018

2 ND HALF PAYMENT STUB

Pay on or before October 15 to avoid penalty
Real Estate Crow Wing County

Note: When you provide a check as payment you authorize the County to use information from your check to make a one-time electronic fund transfer from your account. The funds may be withdrawn from your account the same day. You will not receive your check back from your financial institution.

Payable in 2018

R

Make checks payable to: Crow Wing County

CASH ☐
CHECK ☐
COUNTER ☐
MAIL ☐

TAXPAYER # 143733
BLIZIL, JOHN E & NANCY

RES HMSTD ACCT# 95989

Property ID Number: 09143000005H009	
Full Tax for Year	154.00
Balance Due	77.00
Penalty	
Total Paid	

$30.00 service charge for all returned checks.

ISSUED: 03/16/2018

Mail to: Crow Wing County
Land Services
322 Laurel St, Suite 15
Brainerd, MN 56401

Check if address change on back ☐
If box is checked you owe delinquent taxes ☐
Detach stub and include with second half payment

1 ST HALF OR FULL PAYMENT STUB

Pay on or before May 15 to avoid penalty
Real Estate Crow Wing County

Note: When you provide a check as payment you authorize the County to use information from your check to make a one-time electronic fund transfer from your account. The funds may be withdrawn from your account the same day. You will not receive your check back from your financial institution.

Payable in 2018

R

Make checks payable to: Crow Wing County

CASH ☐
CHECK ☐
COUNTER ☐
MAIL ☐

TAXPAYER # 143733
BLIZIL, JOHN E & NANCY

RES HMSTD ACCT# 95989

Property ID Number: 09143000005H009	
Full Tax for Year	154.00
Balance Due	77.00
Penalty	
Total Paid	

$30.00 service charge for all returned checks.

ISSUED: 03/16/2018

Mail to: Crow Wing County
Land Services
322 Laurel St, Suite 15
Brainerd, MN 56401

Check if address change on back ☐
If box is checked you owe delinquent taxes ☐
Detach stub and include with first half or full payment

taxstmt18-11/15/2017-f

General Information

Parcel Number: 09143000005H009

General Information

Township/City:	CITY OF BRAINERD
Taxpayer:	BLIZIL, JOHN E & NANCY 5103 CAMDEN RD BAXTER MN 56425
Property Address:	
Township:	45
Range:	30
Section:	30
Plat:	HOLLAND'S FIRST ADDITION TO THE CITY OF BRD
Lake Number:	0
Lake Name:	
Acres:	0.82
School District:	181

David
City Planner
#- 454-3409
218

Legal Description:

PT OF TRACT 5 DESC COMM AT SW COR OF SD TRACT 5 THEN N 1D 52'20"E ASSM BEAR ALG W LINE OF SD TRACT 5 A DIST OF 109 FT THEN S 87D 17'30" E ALG A LINE PARA/W S LINE OF SD TRACT 5 A DIST OF 300 FT TO POB THEN CONT S 87D 17'30"E ALG SD PARA LINE A DIST OF 328 FT TO E LINE OF SD TRACT 5 THEN S 1D 52'20"W ALG SD E LINE 109 FT TO S LINE OF SD TRACT 5 THEN N 87D 17'30"W ALG SD S LINE 328 FT THEN N 1D 52'20" E 109 FT TO POB.

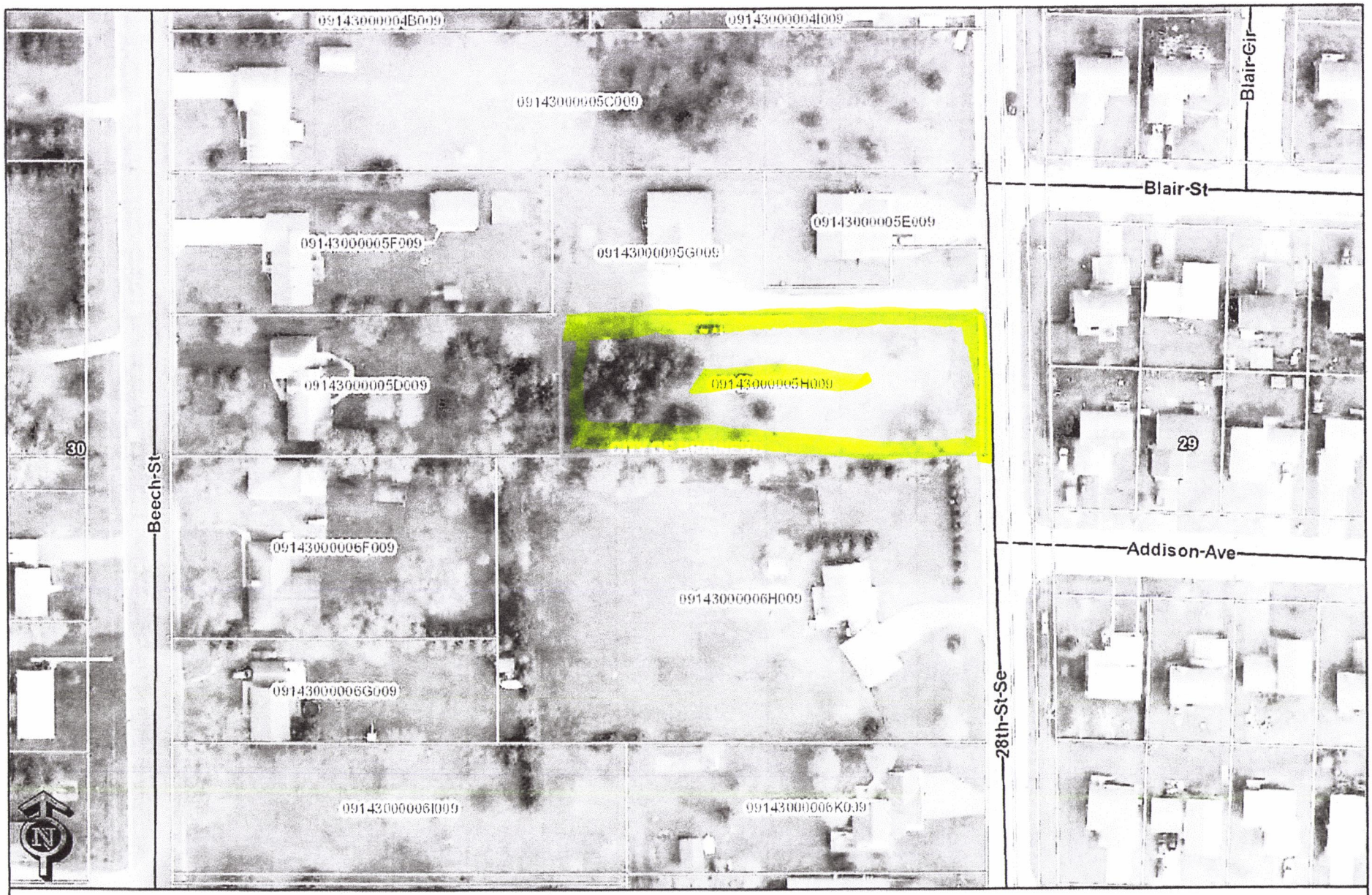
2018 Assessment for 2019 Tax Payable

Class Code 1:	Unimproved Residential Land
Class Code 2:	N/A
Class Code 3:	N/A
Homestead:	Non Homestead

Estimated Land Value:	$16,900.00
Estimated Building Value:	$0.00
Estimated Total Value:	$16,900.00

2018 Tax Payable

Net Tax (Specials Not Included):	$154.00
Total Special Assessments:	$0.00
Current Year Balance Due:	$0.00
Delinquent:	NO



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 1/29/2019 Time: 11:19:13 AM

CROW WING COUNTY MINNESOTA

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that James P Runberg and Diane E Runberg 1205 Lakeview Lane, Brainerd, MN 56401 has submitted a request on behalf of themselves for the properties at 940 28th St. S.E. and 944 28th St. S.E. and on behalf of the property owners for the unaddressed property to the immediate south to rezone said properties from an R-1 (Single Family Residential) District to an R-2 (Medium Density Residential) District for the purpose of bringing 940 & 944 28th St. S.E. back into zoning compliance and to construct a twin home. The properties, their owners, and their legal descriptions are as follows:

James P Runberg Revocable Trust – 940 & 944 28th St. S.E.
THAT PART OF TRACT 5 DESC AS FOLLOWS; TO WIT: COMM AT THE SW CORNER OF SAID TRACT 5, THENCE N 01 DEC 52 MIN 20 SEC E, ASSUMED BEAR
P.I.N No. 09143000005E009

John and Nancy Blizil – Property Not Addressed
PT OF TRACT 5 DESC COMM AT SW COR OF SD TRACT 5 THEN N 1D 52'20"E ASSM BEAR ALG W LINE OF SD TRACT 5 A DIST OF 109 FT Then S 87D 17'30"
P.I.N. No. 09143000005H009

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, March 20, 2019 in the Brainerd City Hall Council Chambers, 501 Laurel Street to consider the request.

Any individual needing special accommodations or would like more information about this request please call (218) 828-2309.

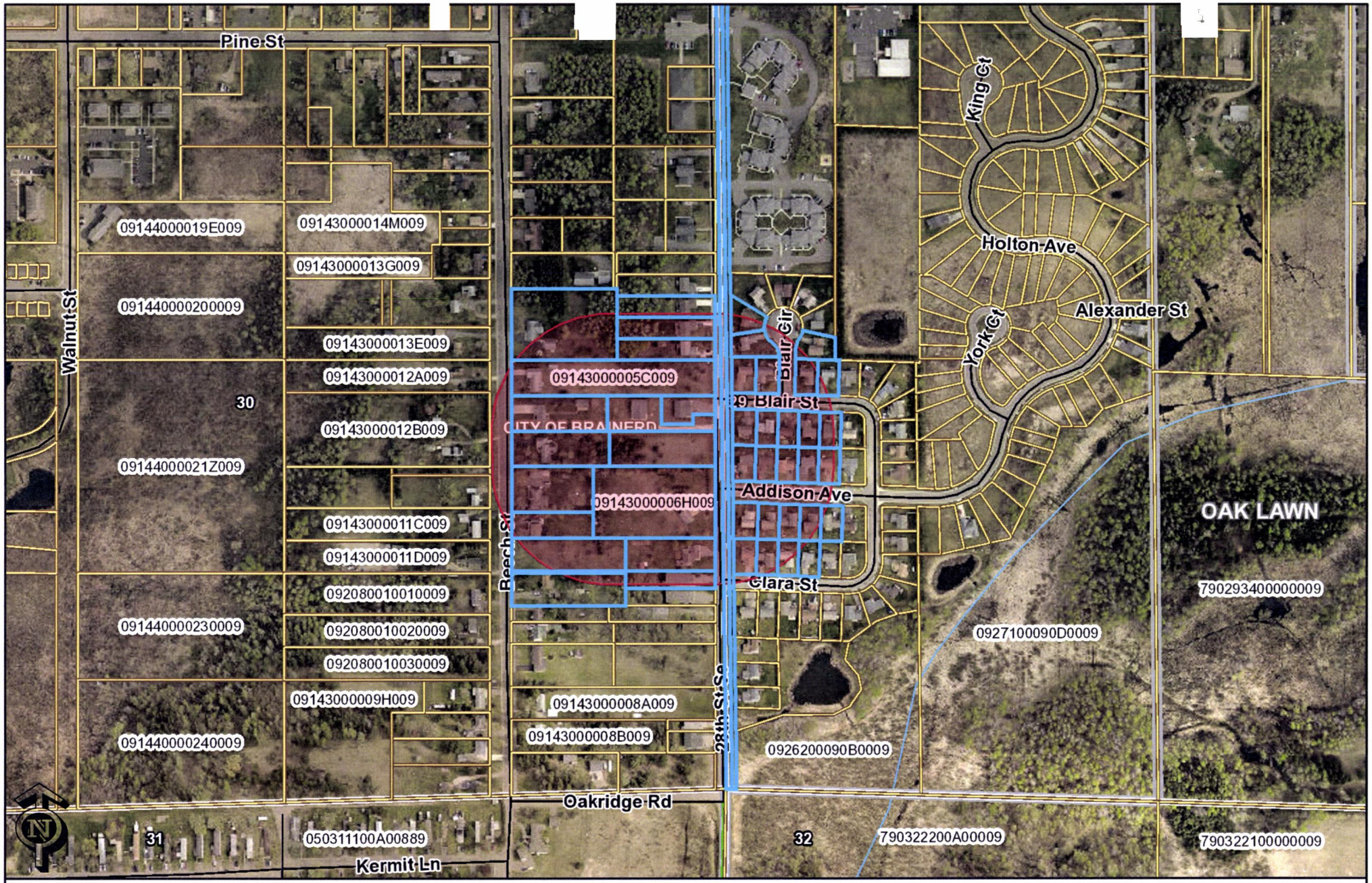
Dated this 8th day of March 2019.

David C. Chanski, MPA
Community Development Director

See reverse side for map.

52 mailings

920 28TH ST SE
920
920 BLAIR CIR
919 BLAIR
2801 BLAIR ST
2805 BLAIR ST
2809 BLAIR
2801
2805
BLAIR CIR
BLAIR ST
940
944
1015 BEECH ST
938
936
R-1
2802
2806
2810
2802 BLAIR ST
2806 BLAIR ST
R-1A
2810 BLAIR ST
28TH ST SE
2801 ADDISON AVE
2805 ADDISON AVE
2809 ADDISON AVE
2801
2805
2809
1119 BEECH ST
1016 28TH ST SE
ADDISON AVE
1016
2802 ADDISON AVE
2806 ADDISON AVE
2810

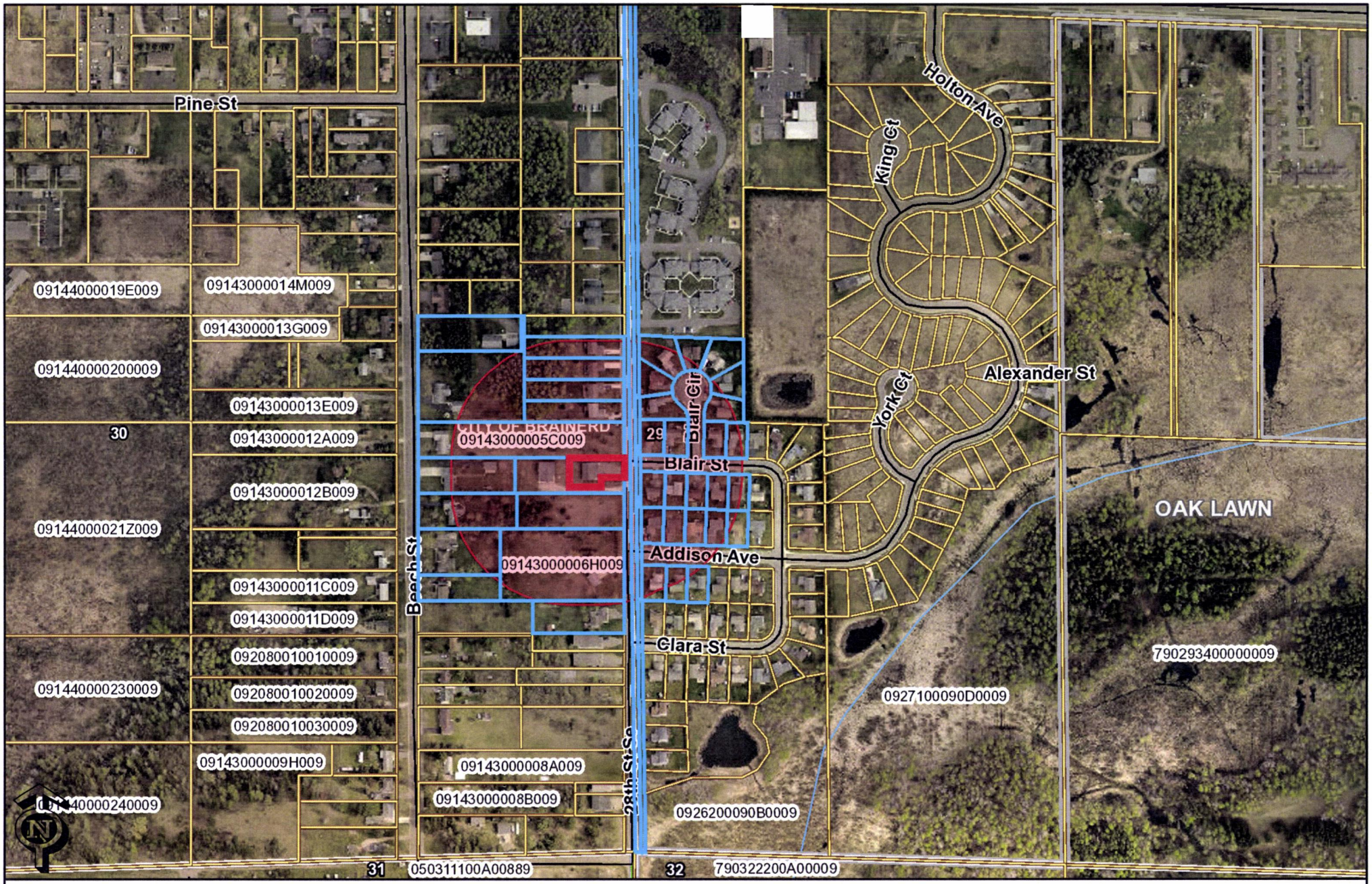


These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

28th Street no address Map

Date: 3/8/2019 Time: 10:30:56 AM

CROW WING COUNTY MINNESOTA



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

28th St SE Map

Date: 3/8/2019 Time: 10:25:39 AM

CROW WING COUNTY MINNESOTA

Parcel Number	Legacy Parcel Number	Muncipality	Owner Name	Owner Address	Owner Address 2	Owner Address 3	Physical Address	Physical City	Physical Zip
41290668	92510010050009	CITY OF BR	ALMOND, PATRICK & CARLY	912 BLAIR CIR	BRAINERD, MN 56401		912 BLAIR CIR	BRAINERD	56401
41290671	92510010020009	CITY OF BR	BARNHART, JUSTIN W & JENNY L	2805 BLAIR ST	BRAINERD MN 56401		2805 BLAIR ST	BRAINERD	56401
41301092	09143000005H009	CITY OF BR	BLIZIL, JOHN E & NANCY	5103 CAMDEN RD	BAXTER MN 56425				
41290663	92510010100009	CITY OF BR	CATALUSCI-BESETT, CHRISTOPHER &	BEEBE, MADELINE	2809 BLAIR ST	BRAINERD, MN 56401	2809 BLAIR ST	BRAINERD	56401
41290669	92510010040009	CITY OF BR	CLOUGH, JAMES B	916 BLAIR CIRCLE	BRAINERD, MN 56401		916 BLAIR ST	BRAINERD	56401
41300972	09143000005C009	CITY OF BR	DALBY, BARBARA J	1001 BEECH ST	BRAINERD MN 56401		1001 BEECH ST	BRAINERD	56401
41290653	92510020020009	CITY OF BR	DICKINSON, WAYNE S & PATRICIA A	2806 BLAIR ST	BRAINERD, MN 56401		2806 BLAIR ST	BRAINERD	56401
41290643	92510020120009	CITY OF BR	DWIRE, RYAN A	2801 ADDISON AVE	BRAINERD, MN 56401-6312		2801 ADDISON AVE	BRAINERD	56401
41290652	92510020030009	CITY OF BR	EDWARDS, KATHLEEN	2810 BLAIR ST	BRAINERD, MN 56401		2810 BLAIR ST	BRAINERD	56401
41300974	09143000004H009	CITY OF BR	EGGUM, ABBY & MICHAEL	916 28TH ST SE	BRAINERD, MN 56401		916 28TH ST SE	BRAINERD	56401
41300967	09143000006G009	CITY OF BR	FINNEGAN, KEVIN & MARY REV TRUST	5457 CEDARDALE LN	BAXTER MN 56425		1121 BEECH ST	BRAINERD	56401
41300966	09143000006H009	CITY OF BR	FRY, BRYCE	1016 28TH ST SE	BRAINERD, MN 56401		1016 28TH ST SE	BRAINERD	56401
41290639	92620010020009	CITY OF BR	GLASBY, CHRISTOPHER & KATHERINE	2806 ADDISON AVE	BRAINERD, MN 56401		2806 ADDISON AVE	BRAINERD	56401
41290670	92510010030009	CITY OF BR	GUENIN, TERRE D	920 BLAIR CIR	BRAINERD MN 56401		920 BLAIR CIR	BRAINERD	56401
41290645	92510020100009	CITY OF BR	HAAG, BENJAMIN & JOLENE	2809 ADDISON AVE	BRAINERD, MN 56401		2809 ADDISON AVE	BRAINERD	56401
41290644	92510020110009	CITY OF BR	HAGLIN, TIMOTHY M & LADONNA A	13754 TWO MILE RD	BRAINERD MN 56401		2805 ADDISON AVE	BRAINERD	56401
41300976	09143000004F009	CITY OF BR	HEINLEN, PAUL & MELINDA	14143 KIMBERLEE CT	BAXTER, MN 56425		828 28TH ST SE	BRAINERD	56401
41300970	09143000005F009	CITY OF BR	HEPPNER FAMILY JOINT REV TRUST AGR	1015 BEECH ST	BRAINERD, MN 56401		1015 BEECH ST	BRAINERD	56401
41290646	92510020090009	CITY OF BR	HOLMBERG, LEANN	2813 ADDISON AVE	BRAINERD, MN 56401		2813 ADDISON AVE	BRAINERD	56401
41290638	92620010030009	CITY OF BR	IMGRUND, JODI P	2927 MEYER RD	FORT RIPLEY, MN 56449-1385		2810 ADDISON AVE	BRAINERD	56401
41300518	09143000005D009	CITY OF BR	KALINOSKI, STANLEY P	1023 BEECH ST	BRAINERD MN 56401		1023 BEECH ST	BRAINERD	56401
41290664	92510010090009	CITY OF BR	KANE, JENNIFER KATHLEEN	919 BLAIR CIR	BRAINERD MN 56401		919 BLAIR CIR	BRAINERD	56401
41290640	92620010010009	CITY OF BR	KARASCH, JODY L	2802 ADDISON AVE	BRAINERD, MN 56401		2802 ADDISON AVE	BRAINERD	56401
41300973	09143000004I009	CITY OF BR	KELLER, PATRICK	920 28TH SE SE	BRAINERD, MN 56401		920 28TH ST SE	BRAINERD	56401
41300978	09143000004C009	CITY OF BR	L PETERSON INVESTMENTS LLC	ATTN: LYNN M PETERSON	10471 STATE HIGHWAY 25	BRAINERD, MN 56401	0	BRAINERD	56401
41290672	92510010010009	CITY OF BR	LEE, KANGWON	2801 BLAIR ST	BRAINERD, MN 56401		2801 BLAIR ST	BRAINERD	56401
41300969	09143000005G009	CITY OF BR	LI, XUE	4312 COUNTY ROAD 29	PEQUOT LAKES MN 56472				
41300968	09143000006F009	CITY OF BR	LONG LAKE INVESTMENTS LLC	ATTN: LYNN M PETERSON	10471 STATE HIGHWAY 25	BRAINERD, MN 56401	1119 BEECH ST	BRAINERD	56401
41290667	92510010060009	CITY OF BR	MILLE LACS BAND OF CHIPPEWA INDIANS	43408 OODENA DR	ONAMIA, MN 56359		908 BLAIR CIR	BRAINERD	56401
81290526	790293200FA0009	OAK LAWN	MINNESOTA POWER AND LIGHT	30 W SUPERIOR ST	DULUTH MN 55802			0 BRAINERD	56401
41290651	92510020040009	CITY OF BR	OLTMANN, ANTHONY DUANE &	KRISTIN MARIE	2814 BLAIR ST	BRAINERD, MN 56401	2814 BLAIR ST	BRAINERD	56401
41290650	92510020050009	CITY OF BR	O'REILLY, KATHLEEN	2818 BLAIR ST	BRAINERD MN 56401		2818 BLAIR ST	BRAINERD	56401
41300975	09143000004G009	CITY OF BR	PLANTE, CINDY L	906 28TH ST SE	BRAINERD MN 56401		906 28TH ST SE	BRAINERD	56401
41300979	09143000004B009	CITY OF BR	PRUITT, PAMELA & DENNIS BLAKESLEY	923 BEECH ST	BRAINERD MN 56401		923 BEECH ST	BRAINERD	56401
41300971	9143000005000000000	CITY OF BR	RUNBERG, JAMES P REVOCALBE TRUST	1205 LAKEVIEW LN N	BRAINERD, MN 56401			0 BRAINERD	56401
41300963	09143000006K009	CITY OF BR	RUPP, KASSIDY ELIZABETH	1120 28TH ST SE	BRAINERD MN 56401		1120 28TH ST SE	BRAINERD	56401
41290665	92510010080009	CITY OF BR	SCHUCKER, CHRISTOPHER J	915 BLAIR CIRCLE	BRAINERD, MN 56401		915 BLAIR CIR	BRAINERD	56401
41290654	92510020010009	CITY OF BR	SHN PROPERTIES LLC	3552 44TH ST SW	PINE RIVER, MN 56474		2802 BLAIR ST	BRAINERD	56401
41290647	92510020080009	CITY OF BR	STEINKOPF, DIANE	2817 ADDISON AVE	BRAINERD, MN 56401		2817 ADDISON AVE	BRAINERD	56401
41290666	92510010070009	CITY OF BR	STEPHANIE, JAMES L	911 BLAIR CIRCLE	BRAINERD, MN 56401		911 BLAIR CIR	BRAINERD	56401
41290662	92510010110009	CITY OF BR	STRACK, THOMAS W & JENNIFER R	2813 BLAIR ST	BRAINERD MN 56401		2813 BLAIR ST	BRAINERD	56401

Parcel Number	Legacy Parcel Number	Muncipality	Owner Name	Owner Address	Owner Address 2	Owner Address 3	Physical Address	Physical City
41290637	92620010040009	CITY OF BR	ANDERSON, MICHELLE LEE	2814 ADDISON AVE	BRAINERD, MN 56401		2814 ADDISON AVE	BRAINERD
41300964	09143000006J009	CITY OF BR	C5 PROPERTIES LLC	3654 KRIST COURT	PEQUOT LAKES, MN 56472			0 BRAINERD
41300965	09143000006I009	CITY OF BR	CORY, DANIEL H & JOANNE M	5931 SANDSTONE RD	BAXTER MN 56425-7611			0 BRAINERD
41290636	92620010050009	CITY OF BR	H & H PROPERTIES OF MINNESOTA	4689 ASHLEY RD	BAXTER, MN 56425		2818 ADDISON AVE	BRAINERD
41300956	09143000007H009	CITY OF BR	KRAEMER, JON J & KARI	16035 MCKAY RD	BRAINERD MN 56401			
41290632	92620010090009	CITY OF BR	LEBLANC, CHRISTOPHER ARTHUR AND	LYNETTE MARIE LEBLANC	2813 CLARA ST	BRAINERD, MN	2813 CLARA ST	BRAINERD
41290631	92620010100009	CITY OF BR	NELSON, CHERYL	2809 CLARA ST	BRAINERD, MN 56401		2809 CLARA ST	BRAINERD
41290629	92620010120009	CITY OF BR	RAASCH, KARI K	2801 CLARA ST	BRAINERD, MN 56401		2801 CLARA ST	BRAINERD
41290630	92620010110009	CITY OF BR	SCHWICHTENBERG, BRANDON D	2805 CLARA ST	BRAINERD MN 56401		2805 CLARA ST	BRAINERD

Client:

CITY OF BRAINERD

Account # 316123 Ad # 2733550

Phone: (218) 828-2307

Fax:

Address: 501 LAUREL STREET

BRAINERD, MN 56401

Sales Rep.:

3804 Ann Windorski

Phone: (218) 855-5804

Fax:

Email: ann.windorski@brainerddispatch.com

Class.: 9960 MINNESOTA LEGALS

Requested By:

Start Date: 03/11/2019

End Date: 03/11/2019

Nb. of Inserts: 2

Dimensions: 1 col. x 5.75 Inches

Publications: Brainerd Dispatch

brainerddispatch.com

Total Price: $

Paid Amount: $0.00

Balance: $

(Published in the Brainerd Dispatch, March 11, 2019, 1t.)

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that James P Runberg and Diane E Runberg 1205 Lakeview Lane, Brainerd, MN 56401 has submitted a request on behalf of themselves for the properties at 940 28th St. S.E. and 944 28th St. S.E. and on behalf of the property owners for the unaddressed property to the immediate south to rezone said properties from an R-1 (Single Family Residential) District to an R-2 (Medium Density Residential) District for the purpose of bringing 940 & 944 28th St. S.E. back into zoning compliance and to construct a twin home. The properties, their owners, and their legal descriptions are as follows:

James P Runberg Revocable Trust - 940 & 944 28th St. S.E.

THAT PART OF TRACT 5 DESC AS FOLLOWS; TO WIT: COMM AT THE SW CORNER OF SAID TRACT 5, THENCE N 01 DEC 52 MIN 20 SEC E, ASSUMED BEAR

P.I.N No. 09143000005E009

John and Nancy Blizil - Property Not Addressed

PT OF TRACT 5 DESC COMM AT SW COR OF SD TRACT 5 THEN N 1D 52'20"E ASSM BEAR ALG W LINE OF SD TRACT 5 A DIST OF 109 FT Then S 87D 17'30"

P.I.N. No. 09143000005H009

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, March 20, 2019 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider rezoning these properties.

The public is invited to attend the hearing to offer input regarding the proposed rezoning.

Any individual needing special accommodations please call (218) 828-2309.

Dated this 8th day of March 2019

O R D I N A N C E
NO. 1493

AN ORDINANCE AMENDING ORDINANCE NO. 812
PERTAINING TO THE ZONING IN THE CITY OF BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That existing Section 515-04-02 of the Brainerd City Code is hereby amended by changing the zoning designation of the properties below from an R-1 (Single-Family Residential) District to an R-2 (Medium Density Residential) District for the following:

PIN 09143000005E009

THAT PART OF TRACT 5 DESC AS FOLLOWS; TO WIT: COMM AT THE SW CORNER OF SAID TRACT 5, THENCE N 01 DEG 52 MIN 20 SEC E, ASSUMED BEAR ING, 218 FT ALG THE W LINE OF SAID TRACT 5, THENCE S 87 DEG 17 MIN 30 SEC E, A DIST OF 458.98 FT TO THE POB, THENCE S 01 DEG 52 MIN 20 SEC W, A DIST OF 89 FT, THENCE S 87 DEG 17 MIN 30 SEC E A DIST OF 98.01 FT, THENCE N 01 DEG 52 MIN 20 SEC E, A DIST OF 30 FT, THENCE S 87 DEG 17 MIN 30 SEC E A DIST OF 71.01 FT TO THE E LINE OF SAID TRACT 5, THENCE N 01 DEG 52 MIN 20 SEC E, A DIST OF 59 FT, THENCE N 87 DEG 17 MIN 30 SEC W, A DIST OF 169.02 FT TO THE POB.

PIN 09143000005H009

PT OF TRACT 5 DESC COMM AT SW COR OF SD TRACT 5 THEN N 1D 52'20"E ASSM BEAR ALG W LINE OF SD TRACT 5 A DIST OF 109 FT THEN S 87D 17'30" E ALG A LINE PARA/W S LINE OF SD TRACT 5 A DIST OF 300 FT TO POB THEN CONT S 87D 17'30"E ALG SD PARA LINE A DIST OF 328 FT TO E LINE OF SD TRACT 5 THEN S 1D 52'20"W ALG SD E LINE 109 FT TO S LINE OF SD TRACT 5 THEN N 87D 17'30"W ALG SD S LINE 328 FT THEN N 1D 52'20" E 109 FT TO POB.

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

Adopted this _____ day of April, 2019

_____
GABE JOHNSON
President of the Council

Approved this ____ day of April, 2019

_____
EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

Published: One Time, _____, 2019

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: Ordinance No. 1494 Pertaining to the Zoning in the City of Brainerd

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 2 minutes

Summary of Issue:

Laine Larson, Superintendent ISD #181, on behalf of Brainerd Public Schools - ISD #181, has submitted a request on behalf of the school district to rezone the District's property at 1609 Oak St and its neighborhing parcel (PIN 09181016008A009) and on behalf of the property owners at 1601 Oak St and its neighboring parcel (PIN 09181016008B009) from B-2 Neighborhood Business District to R-2 Medium Density Residential District. The purpose of the zoning request is to remodel and expand Harrison Elementary School.

Alternatives, Options, Effects on Others/Comments:

At their regular meeting on Wednesday, March 20, the Planning Commission unanimously recommended approval of this rezoning.

Recommended Action/Motion:

Motion to adopt Ordinance No. 1494 an ordinance amending Ordinance No. 812 Pertaining to the zoning in the City of Brainerd.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☑ No

Please Explain:

City of Brainerd
Community Development Department

TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: March 14, 2019

RE: 1601 and 1609 Oak St. Rezoning

Laine Larson, Superintendent ISD #181, on behalf of Brainerd Public Schools – ISD #181 has submitted a request on behalf of the school district to rezone the District's property at 1609 and Oak St. and its neighboring parcel (P.I.N. 09181016008A009) and on behalf of the property owners at 1601 Oak St. and its neighboring parcel (P.I.N. 09181016008B009) from B-2 Neighborhood Business District to R-2 Medium Density Residential District.

The purpose of the rezoning request is to remodel and expand Harrison Elementary School

Findings of Fact

1. The properties at 1601 and 1609 Oak St will be used as part of the Harrison Elementary School expansion project.
2. ISD #181 has a purchase agreement in place to purchase 1601 Oak St.
3. Rezoning to properties to a R-2 District will have the following impacts:
    a. The properties will have the same zoning as the surrounding neighborhood.
    b. Rezoning to R-2 is a necessary element of the Harrison Elementary School expansion project as schools are prohibited in B-2 districts.
4. Upon the completion of the property acquisition process, ISD #181 will also own the properties to the immediate north of 1601 and 1609 Oak St.

As of this writing, no parties have come forward to express their objections to this rezoning request.

Staff Opinion

As ISD #181 is seeking to improve and expand Harrison Elementary School to provide quality educational facilities for the children of Brainerd for years to come, and as ISD #181 has purchase agreements in place to purchase 1601 Oak St. and its neighboring parcel, and as B-2 Neighborhood Business Districts prohibit the operation of schools, and as the surrounding neighborhood is currently zoned R-2 Medium Density Residential, staff recommends approval of this request.

2019-00004

PRINTED WITHOUT ISSUING 3/5/2019

ADDRESS	:	1601 OAK ST
PIN	:	09181016007B009
LEGAL DESC	:	SLEEPERS ADDITION
	:	LOT 7 BLOCK 16
PERMIT TYPE	:	REZONING FEE
PROPERTY TYPE	:	COMMERICAL
CONSTRUCTION TYPE	:	REZONING APPLICATION FEE
VALUATION	:	

SARFF, MILTON A & MARLENE
291 KENWOOD DR N
BAXTER, MN 56425

REZONING FEE - COMMERCIAL		500.00
	TOTAL	**500.00**
Payment(s)		
CHECK	159486	500.00

SARFF, MILTON A & MARLENE
291 KENWOOD DR N
BAXTER, MN 56425

City Planning Department
City Hall – 501 Laurel Street
Brainerd, MN 56401
218-828-2309/Fax 218-828-2316
www.ci.brainerd.mn.us

Receipt # 2019-00004
Check # 159486
Date Paid: 3/5/19

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)
REZONING	☐ ($300.00)	☒ ($500.00)
VARIANCE	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)

PROPERTY ADDRESS: 1601 Oak Street & extra lot unknown address

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy) (See Description Below)

Property Owner Name: Milton (Tony) Sarff
Street Address: 13945 Kenwood Drive **City:** Baxter **State:** MN **Zip Code** 56425
Phone Number: 218-829-5318 **Fax:** — **E-mail:** tonysarff@yahoo.com
Applicant Name: (If different than Property Owner) ISD # 181, Brainerd, MN.
Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____
Phone Number: _____ **Fax:** _____ **E-mail:** _____

Description of Request: Request Re-Zoning of existing Properties (B-2 Zone) to R-2 Zone

LEGAL DESCRIPTION: The West Half of Lot 8, and the South 60 feet of Lot 7, all in Block 16, SLEEPER'S ADDITION TO THE CITY OF BRAINERD according to the recorded plat thereof, on file in the Crow Wing County, Minnesota, Recorder's office

Milton Sarff
Property Owner Signature

2- -19
Date

Milton Sarff
(Please print name)

Applicant Signature

Date

(Please print name)

(OVER)

ICS Consulting, Inc.
110 North West 3rd Street
Brainerd, MN 56401

ICS CONSULTING, INC

LETTER OF TRANSMITTAL

DATE: 3/5/2019	JOB NO.

TO: CITY OF BRAINERD
COMMUNITY DEVELOPMENT/PLANNING
501 LAUREL STREET
BRAINERD, MN 56401

ATTN:	DAVID CHANSKI
RE:	**HARRISON ELEM RE-ZONE APPLICATION**

WE ARE SENDING YOU: ☒ Attached ☐ Under separate cover via VIA. The following items:

☐ Shop Drawings ☒ Prints ☐ Plans ☐ Samples ☐ Specifications
☐ Copy of Letter ☐ Change Order ☒ Other

Copies	Date	No.	Description
1	3/5/19		Re-Zoning Application -1601 Oak Street
1	3/5/19		Re-Zoning Application -1609 Oak Street
1			Payment for Re-Zoning Application included in CUP submittal

THESE ARE TRANSMITTED as checked below:

☐ For Approval ☐ Approved as Submitted ☐ Resubmit Copies for Approval
☒ For Your Use ☐ Approved as Noted ☒ Submit Copies for Distribution
☐ As Requested ☐ Returned for Correction ☐ Return Corrected Prints
☐ For Review & Comment ☐ Revise – Resubmit ☐ Prints Returned after Loan to FJJ
☐ For Bids Due ☐ Other

REMARKS:

Thanks!

COPY TO: File SIGNED: Ken Adleson

City Planning Department
City Hall – 501 Laurel Street
Brainerd, MN 56401
218-828-2309/Fax 218-828-2316
www.ci.brainerd.mn.us

Receipt # _____
Check # _____
Date Paid: _____

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)
REZONING	☐ ($300.00)	☒ ($500.00)
VARIANCE	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)

PROPERTY ADDRESS: 1609 Oak Street

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy) (See Description Below)

Property Owner Name: Brainerd Public Schools -ISD #181

Street Address: 804 Oak Street **City:** Brainerd **State:** MN **Zip Code** 56401

Phone Number: 218-454-6900 **Fax:** 218-454-6901 **E-mail:** laine.larson@isd181.org

Applicant Name: (If different than Property Owner) _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Phone Number: _____ **Fax:** _____ **E-mail:** _____

Description of Request: Request Re-Zoning of existing Properties (B-2 Zone) to R-2 Zone

LEGAL DESCRIPTION: Lots 9, 10, and the East Half of Lot 8, all in Block 16, SLEEPER'S ADDITION TO THE CITY OF BRAINERD according to the recorded plat thereof, on file in the Crow Wing County, Minnesota, Recorder's office

Laine D. Larson
Property Owner Signature — 03-01-19 **Date**

Laine Larson, Superintendent
(Please print name)

Laine D. Larson
Applicant Signature — 03-01-19 **Date**

Laine D. Larson
(Please print name)

(OVER)

REMOVAL AREA TABLE

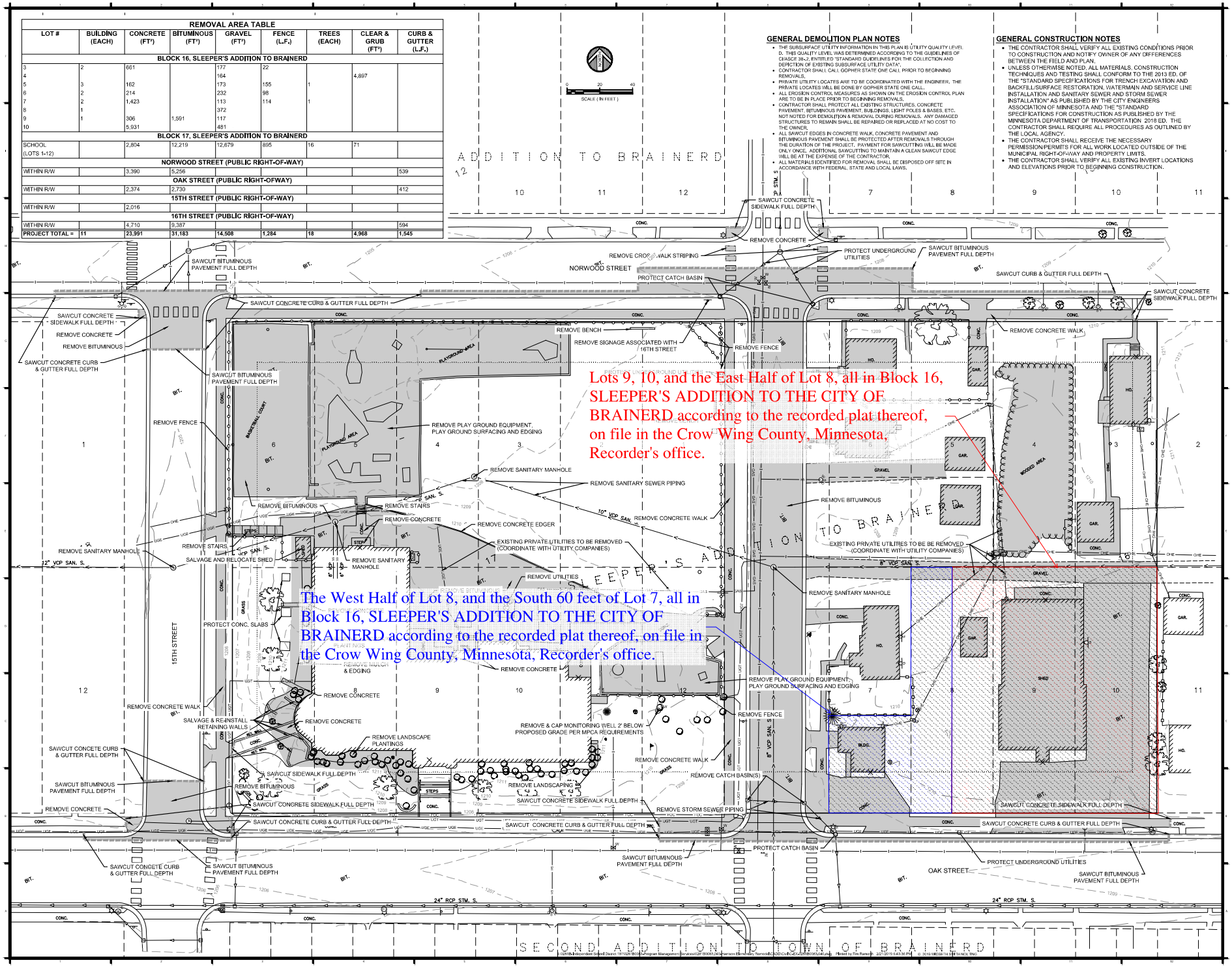
LOT #	BUILDING (EACH)	CONCRETE (FT²)	BITUMINOUS (FT²)	GRAVEL (FT³)	FENCE (L.F.)	TREES (EACH)	CLEAR & GRUB (FT²)	CURB & GUTTER (L.F.)
BLOCK 16, SLEEPER'S ADDITION TO BRAINERD								
3	2	661		177	22			
4				164			4,897	
5	3	162		173	155	1		
6	2	214		232	98			
7	2	1,423		113	114	1		
8	1			372				
9	1	306	1,591	117				
10		5,931		481				
BLOCK 17, SLEEPER'S ADDITION TO BRAINERD								
SCHOOL (LOTS 1-12)		2,804	12,219	12,679	895	16	71	
NORWOOD STREET (PUBLIC RIGHT-OF-WAY)								
WITHIN R/W		3,390	5,256					539
OAK STREET (PUBLIC RIGHT-OFWAY)								
WITHIN R/W		2,374	2,730					412
15TH STREET (PUBLIC RIGHT-OF-WAY)								
WITHIN R/W		2,016						
16TH STREET (PUBLIC RIGHT-OF-WAY)								
WITHIN R/W		4,710	9,387					594
PROJECT TOTAL =	**11**	**23,991**	**31,183**	**14,508**	**1,284**	**18**	**4,968**	**1,545**

GENERAL DEMOLITION PLAN NOTES

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- CONTRACTOR SHALL CALL GOPHER STATE ONE CALL PRIOR TO BEGINNING REMOVALS.
- PRIVATE UTILITY LOCATES ARE TO BE COORDINATED WITH THE ENGINEER. THE PRIVATE LOCATES WILL BE DONE BY GOPHER STATE ONE CALL.
- ALL EROSION CONTROL MEASURES AS SHOWN ON THE EROSION CONTROL PLAN ARE TO BE IN PLACE PRIOR TO BEGINNING REMOVALS.
- CONTRACTOR SHALL PROTECT ALL EXISTING STRUCTURES, CONCRETE PAVEMENT, BITUMINOUS PAVEMENT, BUILDINGS, LIGHT POLES & BASES, ETC. NOT NOTED FOR DEMOLITION & REMOVAL DURING REMOVALS. ANY DAMAGED STRUCTURES TO REMAIN SHALL BE REPAIRED OR REPLACED AT NO COST TO THE OWNER.
- ALL SAWCUT EDGES IN CONCRETE WALK, CONCRETE PAVEMENT AND BITUMINOUS PAVEMENT SHALL BE PROTECTED AFTER REMOVALS THROUGH THE DURATION OF THE PROJECT. PAYMENT FOR SAWCUTTING WILL BE MADE ONLY ONCE. ADDITIONAL SAWCUTTING TO MAINTAIN A CLEAN SAWCUT EDGE WILL BE AT THE EXPENSE OF THE CONTRACTOR.
- ALL MATERIALS IDENTIFIED FOR REMOVAL SHALL BE DISPOSED OFF SITE IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL LAWS.

GENERAL CONSTRUCTION NOTES

- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION TECHNIQUES AND TESTING SHALL CONFORM TO THE 2013 ED. OF THE "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION, WATERMAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA AND THE "STANDARD SPECIFICATIONS FOR CONSTRUCTION AS PUBLISHED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION 2018 ED. THE CONTRACTOR SHALL REQUIRE ALL PROCEDURES AS OUTLINED BY THE LOCAL AGENCY.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING INVERT LOCATIONS AND ELEVATIONS PRIOR TO BEGINNING CONSTRUCTION.



ICS CONSULTING, INC
MINNESOTA NORTH DAKOTA PENNSYLVANIA SOUTH DAKOTA
www.ics-consult.com

WIDSETH SMITH NOLTING

Project Name:

HARRISON ELEMENTARY SCHOOL ADDITION & REMODEL

Project Location:
1515 OAK STREET
BRAINERD, MN.

©2019 ICS Consulting

MARK	DATE	REVISION

I hearby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the State of

Signature

Printed Name: TIMOTHY T. RAMERTH

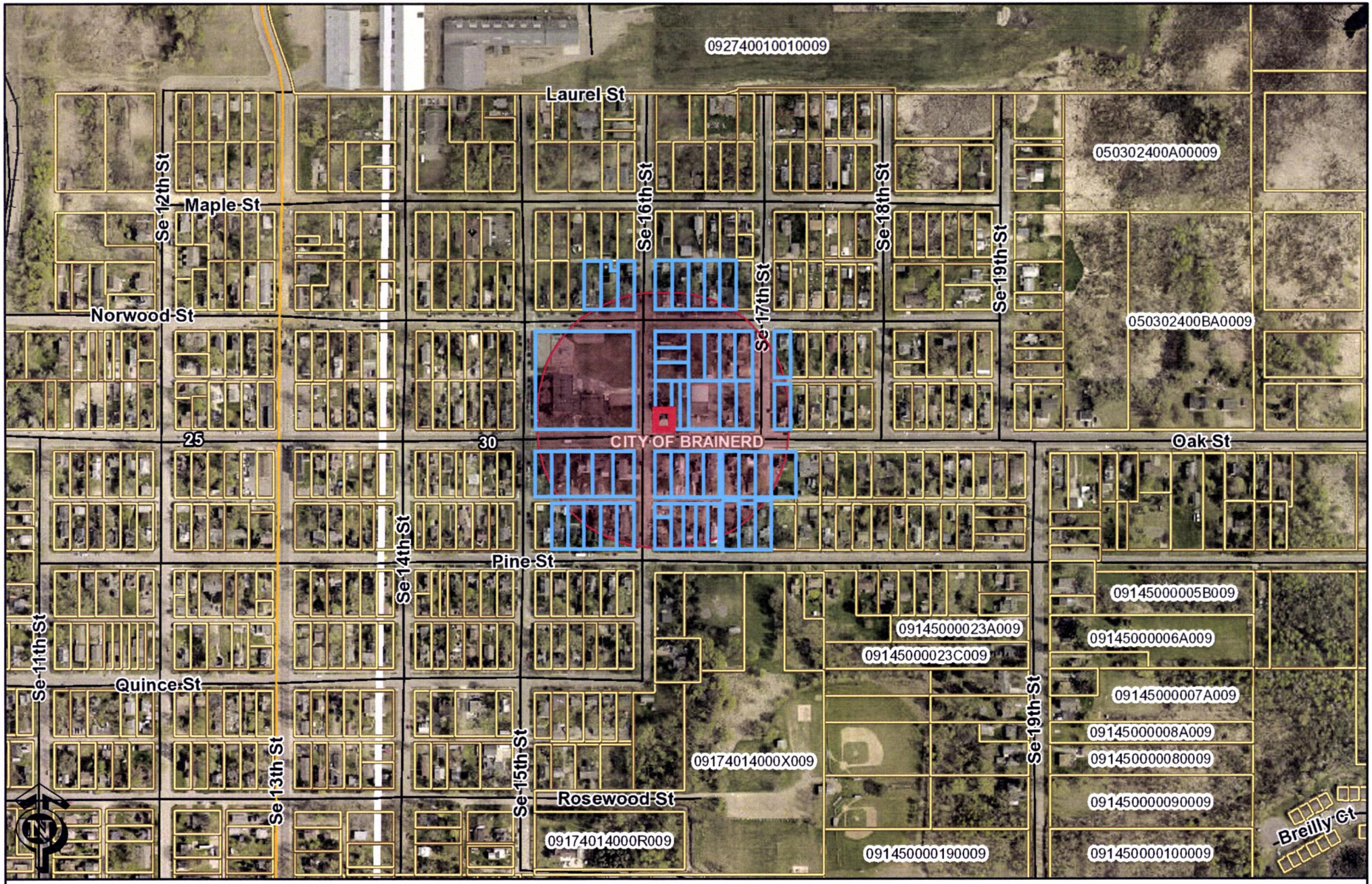
Date: 02/21/2019 Reg. No.: 41866

Project Information:

Project No. : 028180083.040
Drawn By : JWR
Checked By : TTR
Date : FEBRUARY 2019
File Name:

Sheet Title:
EXISTING CONDITIONS & REMOVALS PLAN

Sheet Number:
C4.01



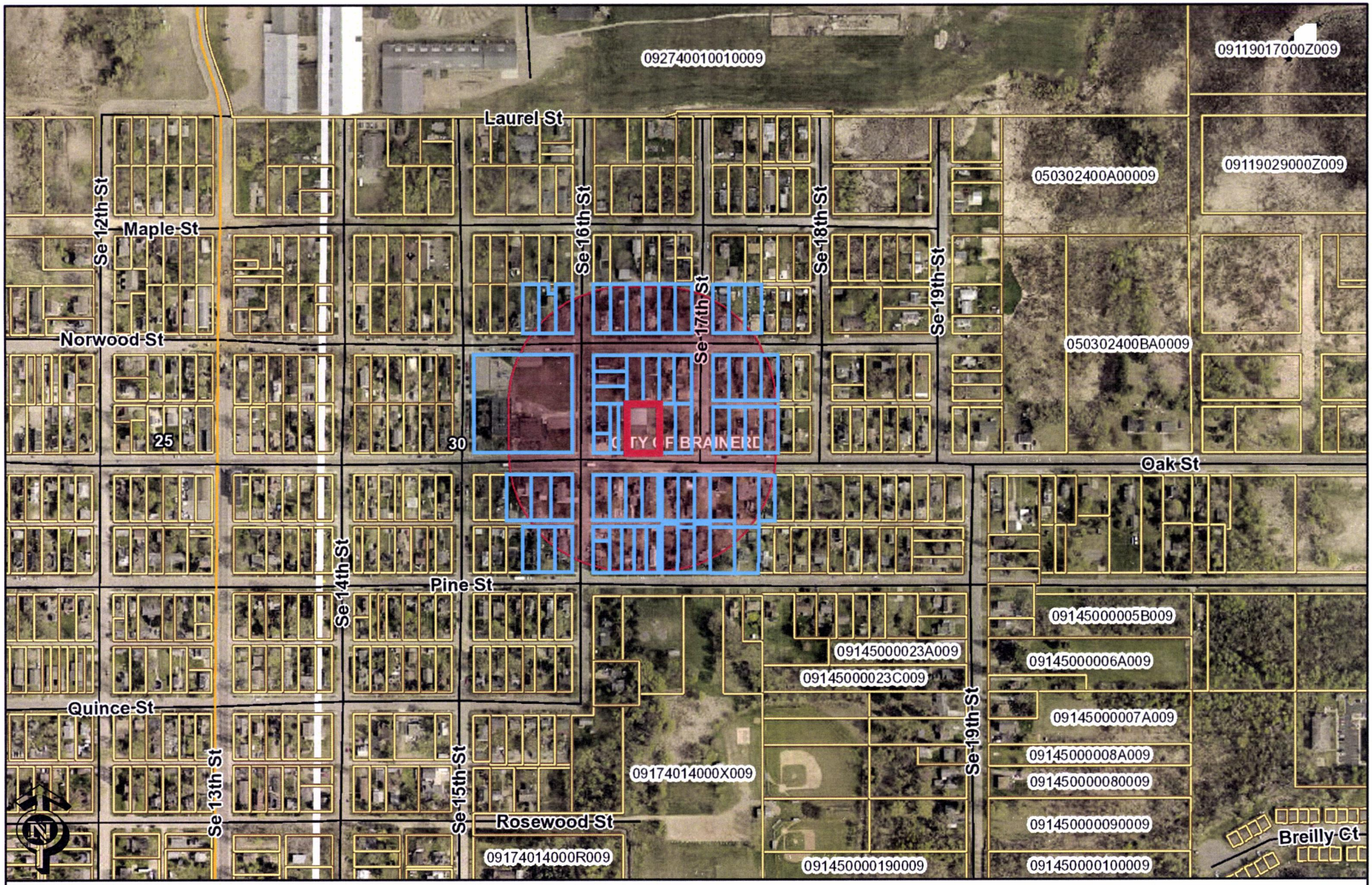
1601 Oak St

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 3/8/2019 Time: 10:20:58 AM

CROW WING COUNTY MINNESOTA

Parcel Numbe	Legacy Parcel Number	Muncipality	Owner Name	Owner Address	Owner Address 2	Physical Address	Physical City	Physical Zip
41250821	09174003005Z009	CITY OF BR	1509 PINE STREET LLC	11171 TOWN HALL ST	BRAINERD, MN 56401	1509 PINE ST	BRAINERD	56401
41250820	09174003007Z009	CITY OF BR	BINDA, ANTHONY JR & AMANDA E	1507 PINE ST	BRAINERD, MN 56401	1507 PINE ST	BRAINERD	56401
41300638	09181012011B009	CITY OF BR	BRUNS, TROY G & SHERI	1517 NORWOOD ST	BRAINERD MN 56401	1517 NORWOOD ST	BRAINERD	56401
41300607	09181016005Z009	CITY OF BR	CLUEVER CONSTRUCTION INC	12674 KNOLLWOOD DR	BAXTER MN 56425	509 16TH ST SE	BRAINERD	56401
41300612	09181016002B009	CITY OF BR	DWYER, BENJAMIN	303 GLENWOOD ST	RED WING, MN 55066-3426	1618 NORWOOD ST	BRAINERD	56401
41300626	91810130110009	CITY OF BR	FEDERAL NATIONAL MORTGAGE ASSOC	14221 DALLAS PKWY SUITE 11201	DALLAS, TX 75254-2916	1619 NORWOOD ST	BRAINERD	56401
41250839	09174001000T009	CITY OF BR	FORTUNE, WILLIAM F III & MARLOWE	2531 RIDGE DR	BRAINERD MN 56401	1620 OAK ST	BRAINERD	56401
41250816	09174003015Y009	CITY OF BR	GROENWOLD, JOHN A &	GROENWOLD, AMANDA	13713 OLIVEWOOD DR	1508 OAK ST	BRAINERD	56401
41250840	09174001000R009	CITY OF BR	HAMM, JOSEPH P	22125 BLUEGILL RD	IRONTON, MN 56455	1702 OAK ST	BRAINERD	56401
41300611	91810160030009	CITY OF BR	HANKEL, CHRISTIAN R & JENNY	1616 NORWOOD ST	BRAINERD MN 56401	1616 NORWOOD ST	BRAINERD	56401
41250833	09174002001Z009	CITY OF BR	HANSON, JEROME E & DONNA	1609 PINE ST	BRAINERD MN 56401	1609 PINE ST	BRAINERD	56401
41300599	91810170000009	CITY OF BR	IND SCHOOL DIST, # 181	804 OAK ST	BRAINERD, MN 56401	0 HARRISON	BRAINERD	56401
41300614	09181015011Z009	CITY OF BR	JM ANDERSON PROPERTIES LLC	23226 ANDERSON BLVD	MERRIFIELD MN 56465	1703 OAK ST	BRAINERD	56401
41300629	91810130080009	CITY OF BR	JOEL, JAMES H JR & SHELLEN M	1607 NORWOOD ST	BRAINERD, MN 56401	1607 NORWOOD ST	BRAINERD	56401
41250824	09174002015Z009	CITY OF BR	JOHNSON, KEVIN & JANE	1618 OAK ST	BRAINERD MN 56401	1618 OAK ST	BRAINERD	56401
41300627	91810130100009	CITY OF BR	KRAMVIK, JAMES L & BRIANNA M	1615 NORWOOD ST	BRAINERD, MN 56401	1615 NORWOOD ST	BRAINERD	56401
41250828	09174002007Z009	CITY OF BR	KUHN, NATASHA A	3947 1ST AVE S APT 5	MINNEAPOLIS MN 55409	1601 PINE ST	BRAINERD	56401
41250835	09174001000Y009	CITY OF BR	LOVAS, GARY L & DIANE L	23921 JULY AVE N	SCANDIA MN 55073	1627 PINE ST	BRAINERD	56401
41300608	09181016005Y009	CITY OF BR	MCKAY, RICHARD G & MARY	21212 MAIL ROUTE RD	BRAINERD MN 56401	505 16TH ST SE	BRAINERD	56401
41250826	09174002011Z009	CITY OF BR	MUELLER, JUSTIN P & SHELBY L	1608 OAK ST	BRAINERD, MN 56401	1608 OAK ST	BRAINERD	56401
41300600	91810160120009	CITY OF BR	NELSON, MATT	2027 E FAIRBANKS ST	TACOMA, WA 98404-4850	1623 OAK ST	BRAINERD	56401
41250837	09174001000W009	CITY OF BR	NICKELS, DEBRA A	21370 S LAKE GEORGE DR NW	CEDAR, MN 55011-9136	1617 PINE ST	BRAINERD	56401
41250829	09174002007Y009	CITY OF BR	OLSON, LARRY D & DOREEN	1710 OAK ST	BRAINERD MN 56401	1601 16TH ST SE	BRAINERD	56401
41300609	09181016005X009	CITY OF BR	PASCHELKE, JAMES & CAROLE A	501 SE 16TH ST	BRAINERD MN 56401	501 16TH ST SE	BRAINERD	56401
41250822	09174003003Z009	CITY OF BR	PINTOK, LYNN	1519 PINE ST	BRAINERD MN 56401	1519 PINE ST	BRAINERD	56401
41250815	09174003017Z009	CITY OF BR	PIPER PROPERTY MANAGERS LLC	20859 N SORENSON LAKE TRL	MERRIFIELD MN 56465	1516 OAK ST	BRAINERD	56401
41250505	09174001000S009	CITY OF BR	PUERINGER, DAVID F PUERINGER INVEST	616 1/2 FRONT ST	BRAINERD, MN 56401	1624 OAK ST	BRAINERD	56401
41250830	09174002005Z009	CITY OF BR	PUETZ, RAYMOND & MARILYNN	6545 COUNTY ROAD 45	BRAINERD, MN 56401	1603 PINE ST	BRAINERD	56401
41300628	91810130090009	CITY OF BR	RADEMACHER, CHAD A	1609 NORWOOD ST	BRAINERD, MN 56401	1609 NORWOOD ST	BRAINERD	56401
41250817	09174003013Z009	CITY OF BR	RANNEY, ROSE E	1504 OAK ST	BRAINERD, MN 56401	1504 OAK ST	BRAINERD	56401
41250831	09174002004Z009	CITY OF BR	RUDE, MCKINLEIGH J	1605 PINE ST	BRAINERD MN 56401	1605 PINE ST	BRAINERD	56401
41250819	09174003009Z009	CITY OF BR	SACK, GARY H	2190 HASSMAN HILL SW	PINE RIVER, MN 56474	1505 PINE ST	BRAINERD	56401
41300605	09181016007B009	CITY OF BR	SARFF LIVING TRUST DATED 10/9/01	MILTON A & MARLENE A SARFF TRS	13945 KENWOOD DR	1601 OAK ST	BRAINERD	56401
41250823	09174003001Z009	CITY OF BR	SCHRADER, MICHAEL J & ELIZABETH J	1521 PINE ST	BRAINERD, MN 56401	1521 PINE ST	BRAINERD	56401
41250827	09174002009Z009	CITY OF BR	SHERWOOD, ERICA L	1602 OAK ST	BRAINERD, MN 56401	1602 OAK ST	BRAINERD	56401
41250838	09174001000V009	CITY OF BR	SHIPP, ROBERT D	1621 PINE ST	BRAINERD MN 56401	1621 PINE ST	BRAINERD	56401
41300630	91810130070009	CITY OF BR	SPIELMAN, KRISTEN A	1603 NORWOOD ST	BRAINERD, MN 56401	1603 NORWOOD ST	BRAINERD	56401
41300637	91810120120009	CITY OF BR	SWEET, ASHLEY	1521 NORWOOD ST	BRAINERD, MN 56401	1521 NORWOOD ST	BRAINERD	56401
41250825	09174002013Z009	CITY OF BR	TAYLOR, LANCE	1612 OAK ST	BRAINERD, MN 56401	1612 OAK ST	BRAINERD	56401
41250832	09174002002Z009	CITY OF BR	THEIEN, BARBARA	1607 PINE ST	BRAINERD, MN 56401	1607 PINE ST	BRAINERD	56401
41250813	09174003022Z009	CITY OF BR	THOMAS, JOHN G	5154 JORDAN RD	BAXTER, MN 56425	602 16TH ST SE	BRAINERD	56401
41300606	09181016007A009	CITY OF BR	VANWYNGEEREN, RICHARD & MARSHA	17134 JOHNSON RD	BRAINERD, MN 56401	515 16TH ST SE	BRAINERD	56401
41300640	91810120100009	CITY OF BR	WALZ, MICHAEL & ALIDA	7382 HILL N DALE DR	ELK RIVER, MN 55330-9163	1513 NORWOOD ST	BRAINERD	56401
41250814	09174003020Z009	CITY OF BR	WEBER, PAUL G	4431 NEWTON AVE N	MINNEAPOLIS MN 55412	1518 OAK ST	BRAINERD	56401
41250834	09174001000Z889	CITY OF BR	WILLIAMS, DANIEL D	7184 REMINGTON WAY	BRAINERD MN 56401	1626 OAK ST	BRAINERD	56401
41300613	09181016001Z009	CITY OF BR	WIRKUS, NICHOLAS	1622 NORWOOD ST	BRAINERD, MN 56401	1622 NORWOOD ST	BRAINERD	56401



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1609 Oak Map

Date: 3/8/2019 Time: 10:13:08 AM

CROW WING COUNTY MINNESOTA

Parcel Number	Legacy Parcel Number	Muncipality	Owner Name	Owner Address	Owner Address 2	Owner Address 3	Physical Address	Physical City	Physical Zip
41300805	09145000028C889	CITY OF BR	OLSON, LARRY D & DOREEN	1710 OAK ST	BRAINERD MN 56401		1712 OAK ST	BRAINERD	56401
41300783	91640030010009	CITY OF BR	BAJULA, ROXANNE M	1716 NORWOOD ST	BRAINERD MN 56401		1716 NORWOOD ST	BRAINERD	56401
41300778	91640030060009	CITY OF BR	LI, YUAN Y & DING, QIAO JIAO	1713 OAK ST	BRAINERD MN 56401		1713 OAK ST	BRAINERD	56401
41250843	09174001000N009	CITY OF BR	JENKINS, JOEL A	1707 PINE ST	BRAINERD MN 56401		1707 PINE ST	BRAINERD	56401
41250842	09174001000P009	CITY OF BR	CITY OF BRAINERD	CITY ADMINISTRATOR-CITY HALL	501 LAUREL ST	BRAINERD, MN 56401		0 BRAINERD	56401
41250841	09174001000Q009	CITY OF BR	OLSON, LARRY D & DOREEN	1710 OAK ST	BRAINERD MN 56401		1710 OAK ST	BRAINERD	56401
41250840	09174001000R009	CITY OF BR	HAMM, JOSEPH P	22125 BLUEGILL RD	IRONTON, MN 56455		1702 OAK ST	BRAINERD	56401
41250505	09174001000S009	CITY OF BR	PUERINGER, DAVID F PUERINGER INVEST	616 1/2 FRONT ST	BRAINERD, MN 56401		1624 OAK ST	BRAINERD	56401
41250839	09174001000T009	CITY OF BR	FORTUNE, WILLIAM F III & MARLOWE	2531 RIDGE DR	BRAINERD MN 56401		1620 OAK ST	BRAINERD	56401
41250838	09174001000V009	CITY OF BR	SHIPP, ROBERT D	1621 PINE ST	BRAINERD MN 56401		1621 PINE ST	BRAINERD	56401
41250837	09174001000W009	CITY OF BR	NICKELS, DEBRA A	21370 S LAKE GEORGE DR NW	CEDAR, MN 55011-9136		1617 PINE ST	BRAINERD	56401
41250836	09174001000X009	CITY OF BR	LORIMOR, DIANNA C	16380 BIRCHWOOD LN	BRAINERD, MN 56401		1701 PINE ST	BRAINERD	56401
41250835	09174001000Y009	CITY OF BR	LOVAS, GARY L & DIANE L	23921 JULY AVE N	SCANDIA MN 55073		1627 PINE ST	BRAINERD	56401
41250834	09174001000Z889	CITY OF BR	WILLIAMS, DANIEL D	7184 REMINGTON WAY	BRAINERD MN 56401		1626 OAK ST	BRAINERD	56401
41250833	09174002001Z009	CITY OF BR	HANSON, JEROME E & DONNA	1609 PINE ST	BRAINERD MN 56401		1609 PINE ST	BRAINERD	56401
41250832	09174002002Z009	CITY OF BR	THEIEN, BARBARA	1607 PINE ST	BRAINERD, MN 56401		1607 PINE ST	BRAINERD	56401
41250831	09174002004Z009	CITY OF BR	RUDE, MCKINLEIGH J	1605 PINE ST	BRAINERD MN 56401		1605 PINE ST	BRAINERD	56401
41250830	09174002005Z009	CITY OF BR	PUETZ, RAYMOND & MARILYNN	6545 COUNTY ROAD 45	BRAINERD, MN 56401		1603 PINE ST	BRAINERD	56401
41250829	09174002007Y009	CITY OF BR	OLSON, LARRY D & DOREEN	1710 OAK ST	BRAINERD MN 56401		1601 16TH ST SE	BRAINERD	56401
41250828	09174002007Z009	CITY OF BR	KUHN, NATASHA A	3947 1ST AVE S APT 5	MINNEAPOLIS MN 55409		1601 PINE ST	BRAINERD	56401
41250827	09174002009Z009	CITY OF BR	SHERWOOD, ERICA L	1602 OAK ST	BRAINERD, MN 56401		1602 OAK ST	BRAINERD	56401
41250826	09174002011Z009	CITY OF BR	MUELLER, JUSTIN P & SHELBY L	1608 OAK ST	BRAINERD, MN 56401		1608 OAK ST	BRAINERD	56401
41250825	09174002013Z009	CITY OF BR	TAYLOR, LANCE	1612 OAK ST	BRAINERD, MN 56401		1612 OAK ST	BRAINERD	56401
41250824	09174002015Z009	CITY OF BR	JOHNSON, KEVIN & JANE	1618 OAK ST	BRAINERD MN 56401		1618 OAK ST	BRAINERD	56401
41250823	09174003001Z009	CITY OF BR	SCHRADER, MICHAEL J & ELIZABETH J	1521 PINE ST	BRAINERD, MN 56401		1521 PINE ST	BRAINERD	56401
41250822	09174003003Z009	CITY OF BR	PINTOK, LYNN	1519 PINE ST	BRAINERD MN 56401		1519 PINE ST	BRAINERD	56401
41250821	09174003005Z009	CITY OF BR	1509 PINE STREET LLC	11171 TOWN HALL ST	BRAINERD, MN 56401		1509 PINE ST	BRAINERD	56401
41250815	09174003017Z009	CITY OF BR	PIPER PROPERTY MANAGERS LLC	20859 N SORENSON LAKE TRL	MERRIFIELD MN 56465		1516 OAK ST	BRAINERD	56401
41250814	09174003020Z009	CITY OF BR	WEBER, PAUL G	4431 NEWTON AVE N	MINNEAPOLIS MN 55412		1518 OAK ST	BRAINERD	56401
41250813	09174003022Z009	CITY OF BR	THOMAS, JOHN G	5154 JORDAN RD	BAXTER, MN 56425		602 16TH ST SE	BRAINERD	56401
41300640	91810120100009	CITY OF BR	WALZ, MICHAEL & ALIDA	7382 HILL N DALE DR	ELK RIVER, MN 55330-9163		1513 NORWOOD ST	BRAINERD	56401
41300638	09181012011B009	CITY OF BR	BRUNS, TROY G & SHERI	1517 NORWOOD ST	BRAINERD MN 56401		1517 NORWOOD ST	BRAINERD	56401
41300637	91810120120009	CITY OF BR	SWEET, ASHLEY	1521 NORWOOD ST	BRAINERD, MN 56401		1521 NORWOOD ST	BRAINERD	56401
41300630	91810130070009	CITY OF BR	SPIELMAN, KRISTEN A	1603 NORWOOD ST	BRAINERD, MN 56401		1603 NORWOOD ST	BRAINERD	56401
41300629	91810130080009	CITY OF BR	JOEL, JAMES H JR & SHELLEN M	1607 NORWOOD ST	BRAINERD, MN 56401		1607 NORWOOD ST	BRAINERD	56401
41300628	91810130090009	CITY OF BR	RADEMACHER, CHAD A	1609 NORWOOD ST	BRAINERD, MN 56401		1609 NORWOOD ST	BRAINERD	56401
41300627	91810130100009	CITY OF BR	KRAMVIK, JAMES L & BRIANNA M	1615 NORWOOD ST	BRAINERD, MN 56401		1615 NORWOOD ST	BRAINERD	56401
41300626	91810130110009	CITY OF BR	FEDERAL NATIONAL MORTGAGE ASSOC	14221 DALLAS PKWY SUITE 11201	DALLAS, TX 75254-2916		1619 NORWOOD ST	BRAINERD	56401
41300625	91810130120009	CITY OF BR	CAPIDAL INVESTMENTS LLC	6697 MARYLAND RD	BAXTER, MN 56425		418 17TH ST SE	BRAINERD	56401
41300622	09181014004X009	CITY OF BR	DOSH, BRYAN D	1711 NORWOOD	BRAINERD MN 56401		1711 NORWOOD ST	BRAINERD	56401
41300621	09181014004Y009	CITY OF BR	JOOSTEN, CAROL M	1707 NORWOOD ST	BRAINERD MN 56401		1707 NORWOOD ST	BRAINERD	56401
41300620	09181014004Z009	CITY OF BR	WAHL, DANIEL J	423 17TH ST SE	BRAINERD MN 56401		423 17TH ST SE	BRAINERD	56401
41300619	09181015008X009	CITY OF BR	ZANOSKO, JOHNNY	13981 HARDY LAKE RD SW		PILLAGER MN 56473-222	1710 NORWOOD ST	BRAINERD	56401
41300618	09181015008Y009	CITY OF BR	GROENWOLD, JOHN & AMANDA	13713 OLIVEWOOD DR		BAXTER MN 56425	1704 NORWOOD ST	BRAINERD	56401
41300617	09181015008Z009	CITY OF BR	PUERINGER, DAVID F PUERINGER INVEST	616 1/2 FRONT ST	BRAINERD, MN 56401		1702 NORWOOD ST	BRAINERD	56401
41300616	09181015011X009	CITY OF BR	SNEVA, LANNY J	1709 OAK STREET	BRAINERD MN 56401		1709 OAK ST	BRAINERD	56401
41300615	09181015011Y009	CITY OF BR	WEBB, TAMARA J	1707 OAK ST	BRAINERD, MN 56401		1707 OAK ST	BRAINERD	56401
41300614	09181015011Z009	CITY OF BR	JM ANDERSON PROPERTIES LLC	23226 ANDERSON BLVD	MERRIFIELD MN 56465		1703 OAK ST	BRAINERD	56401
41300613	09181016001Z009	CITY OF BR	WIRKUS, NICHOLAS	1622 NORWOOD ST	BRAINERD, MN 56401		1622 NORWOOD ST	BRAINERD	56401
41300612	09181016002B009	CITY OF BR	DWYER, BENJAMIN	303 GLENWOOD ST	RED WING, MN 55066-3426		1618 NORWOOD ST	BRAINERD	56401
41300611	91810160030009	CITY OF BR	HANKEL, CHRISTIAN R & JENNY	1616 NORWOOD ST	BRAINERD MN 56401		1616 NORWOOD ST	BRAINERD	56401
41300610	91810160040009	CITY OF BR	HANKEL, CHRISTIAN R & JENNY	1616 NORWOOD ST	BRAINERD MN 56401			0 BRAINERD	56401
41300609	09181016005X009	CITY OF BR	PASCHELKE, JAMES & CAROLE A	501 SE 16TH ST	BRAINERD MN 56401		501 16TH ST SE	BRAINERD	56401
41300608	09181016005Y009	CITY OF BR	MCKAY, RICHARD G & MARY	21212 MAIL ROUTE RD	BRAINERD MN 56401		505 16TH ST SE	BRAINERD	56401
41300607	09181016005Z009	CITY OF BR	CLUEVER CONSTRUCTION INC	12674 KNOLLWOOD DR	BAXTER MN 56425		509 16TH ST SE	BRAINERD	56401
41300606	09181016007A009	CITY OF BR	VANWYNGEEREN, RICHARD & MARSHA	17134 JOHNSON RD	BRAINERD, MN 56401		515 16TH ST SE	BRAINERD	56401
41300605	09181016007B009	CITY OF BR	SARFF LIVING TRUST DATED 10/9/01	MILTON A & MARLENE A SARFF TRSTEES	13945 KENWOOD DR	BAXTER, MN 56425	1601 OAK ST	BRAINERD	56401
41300604	09181016008A009	CITY OF BR	INDEPENDENT SCHOOL DISTRICT #181	ADMINISTRATIVE OFFICES	804 OAK ST	BRAINERD, MN 56401		0 BRAINERD	56401

41300603	09181016008B009	CITY OF BR SARFF LIVING TRUST DATED 10/9/01	MILTON A & MARLENE A SARFF TRSTEES	13945 KENWOOD DR	BAXTER, MN 56425		0	BRAINERD	56401
41300602	09181016009Z009	CITY OF BR INDEPENDENT SCHOOL DISTRICT #181	ADMINISTRATIVE OFFICES	804 OAK ST	BRAINERD, MN 56401	1609 OAK ST		BRAINERD	56401
41300601	91810160110009	CITY OF BR THOMAS, JOHN G	5154 JORDAN RD	BAXTER, MN 56425		1617 OAK ST		BRAINERD	56401
41300600	91810160120009	CITY OF BR NELSON, MATT	2027 E FAIRBANKS ST	TACOMA, WA 98404-4850		1623 OAK ST		BRAINERD	56401
41300599	91810170000009	CITY OF BR IND SCHOOL DIST, # 181	804 OAK ST	BRAINERD, MN 56401		0 HARRISON		BRAINERD	56401

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Laine Larson, Superintendent ISD #181, 804 Oak St., Brainerd, MN 56401 has submitted a request on behalf of Brainerd Public Schools – ISD #181, for property at 1609 Oak St. and on behalf of the property owners for the property at 1601 Oak St. to rezone said properties from a B-2 (Neighborhood Business) District to an R-2 (Medium Density Residential) District for the purpose of remodeling and expanding Harris Elementary School. The properties, their owners, and their legal descriptions are as follows:

Independent School District #181 – 1609 Oak St.
Lots 9, 10, and the East Half of Lot 8, all in Block 16, SLEEPER'S ADDITIONAL TO THE CITY OF BRAINERD
P.I.N No. 09181016008A009 & 09181016009Z009

Sarff Living Trust – 1601 Oak St
The West Half of Lot 8, and the South 60 feet of Lot 7, all in Block 16, SLEEPER'S ADDITION TO THE CITY OF BRAINERD
P.I.N. No. 09181016007B009 & 09181016008B009

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, March 20, 2019 in the Brainerd City Hall Council Chambers, 501 Laurel Street to consider the request.

Any individual needing special accommodations or would like more information about this request please call (218) 828-2309.

Dated this 8th day of March 2019.

David C. Chanski, MPA
Community Development Director

See reverse side for map.

95 mailings total

NORWOOD ST
R-2
HARRISON
16TH ST SE
1609 OAK ST
B-2
OAK ST
R-1
1602 OAK ST
1608 OAK ST
1612 OAK ST
1618 OAK ST

O R D I N A N C E
NO. 1494

AN ORDINANCE AMENDING ORDINANCE NO. 812
PERTAINING TO THE ZONING IN THE CITY OF BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That existing Section 515-04-02 of the Brainerd City Code is hereby amended by changing the zoning designation of the properties below from a B-2 (Neighborhood Business) District to an R-2 (Medium Density Residential) District for the following:

PIN 09181016007B009

S. 60 FT. OF LOT 7 BLOCK 16

PIN 09181016008B009

THE W. 25 FT OF LOT 8 BLOCK 16

PIN 09181016008A009

LOT 8 BLK 16, EX THE W 25 FT THEREOF.

PIN 09181016009Z009

LOTS 9 AND 10 BLOCK 16

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

Adopted this _____ day of April, 2019

_____
GABE JOHNSON
President of the Council

Approved this ____ day of April, 2019

_____
EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

Published: One Time, _____, 2019

Brainerd City Council
Agenda Request

Requested Meeting Date: April 1, 2019

Title of Item: Conditional Use Permit - Harrison Elementary School

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 2 minutes

Summary of Issue:

Laine Larson, Superindendent ISD #181, on behalf of Brainerd Public Schools - ISD #181 has submitted an application on behalf of the school district for a Conditional Use Permit for the properties legally described as Lots 9,10, and the East Half of Lot 8, all in Block 16, SLEEPER'S ADDITION TO THE CITY OF BRAINERD and The West Half of Lot 8, and the South 60 feet of Lot 7, all in Block 16, SLEEPER'S ADDITION TO THE CITY OF BRAINERD. The purpose of the CUP application is to construct an addition to Harrison Elementary School.

Alternatives, Options, Effects on Others/Comments:

At their regular meeting on Wednesday, March 20, the Planning Commission unanimously approved recommendation of this CUP application with the following conditions:
1) Lighting shall be no greater than 13 feet in height.
2) The applicant shall provide street trees of a species with a straight trunk and an upper canopy to frame the edge of Oak Street between the sidewalk and the curb in which the sidewalk will be moved 5 feet from the curb to accommodate the installation of trees.

Recommended Action/Motion:

Motion to approve a Conditional Use Permit to construct an addition to Harrison Elementary School with the conditions that lighting shall be no greater than 13 feet in height and that the applicant shall provide street trees of a species with a straight trunk and an upper canopy to frame the edge of Oak Street between the sidewalk and the curb in which the sidewalk will be move 5 feet from the curb to accommodate the installation of trees.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☑ No

Please Explain:

City of Brainerd
Community Development Department

TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: March 14, 2019

RE: Harrison Elementary CUP

Laine Larson, Superintendent ISD #181, on behalf of Brainerd Public Schools – ISD #181 has submitted an application on behalf of the school district for a Conditional Use Permit for the properties legally described as Lots 9, 10, and the East Half of Lot 8, all in Block 16, SLEEPER'S ADDITION TO THE CITY OF BRAINERD and The West Half of Lot 8, and the South 60 feet of Lot 7, all in Block 16, SLEEPER'S ADDITION TO THE CITY OF BRAINERD.

The purpose of the Conditional Use Permit application is to construct an addition to Harrison Elementary School.

Findings of Fact

1. Upon rezoning from a B-2 Neighborhood Business District to a R-2 Medium Density Residential District, the operation of a school on the aforementioned properties is considered a conditional use per Section 515-56-5.K of the Code of Ordinances.
2. The proposed addition meets the following criteria as required by the aforementioned section of the Code:
    a. The site accesses a major collector.
        i. The school is located on S.E. 15th St between Oak St. and Norwood St.
    b. The site is landscaped in accordance with Section 20 of the Zoning Code.
        i. The landscape plan has been reviewed by staff and deemed adequate.
    c. Off-street parking is provided in accordance with Section 22 of the Zoning Code
        i. The realignment of bus parking from Oak St to Norwood St in addition to a new parking lot constructed on Oak St will provide sufficient parking off-street parking.
    d. Off-street loading and service entrances are provided as regulated by Section 23 of the Zoning Code.
        i. The provided off-street loading entrances are sufficient.
    e. Emergency vehicle access is provided to and within the site.
        i. There is sufficient access for emergency vehicles.
3. ISD #181 has submitted for the vacation of S.E. 16th St. between Norwood St. and Oak St.

4. ISD #181 has purchase agreements in place to acquire all the properties associated with this project that are not currently owned by the district.

As of this writing, no parties have come forward to express their objections to this Conditional Use Permit application.

Staff Opinion

As ISD #181 is seeking to improve and expand Harrison Elementary School to provide quality educational facilities for the children of Brainerd for years to come, and as ISD #181 has purchase agreements in place to purchase all properties associated with this project that the district does not currently own, and as the applicant has met all the requirements previously listed, staff recommends approval of this application.

CITY OF BRAINERD
501 LAUREL STREET
BRAINERD, MN 56401-
(218) 828-2309 FAX: (218) 828-2316

2019-00003
ISSUED:

PRINTED WITHOUT ISSUING 3/5/2019

Permit #: 2019-00003

ADDRESS	:	804 OAK ST
PIN	:	09196155000Z009
LEGAL DESC	:	TOWN OF BRAINERD & FIRST ADDITION
	:	LOT BLOCK 155
PERMIT TYPE	:	CONDITIONAL USE PERMIT FEE - COMM
PROPERTY TYPE	:	COMMERICAL
CONSTRUCTION TYPE	:	CONDITIONAL USE PERMIT

APPLICANT

DISTRICT OFFICE-SUPT OFFICE
804 OAK STREET
BRAINERD, MN 56401

OWNER

DISTRICT OFFICE-SUPT OFFICE
804 OAK STREET
BRAINERD, MN 56401

AGREEMENT AND SWORN STATEMENT

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant Date

This permit becomes null and void if construction authorized is not commenced within 180 days, or if construction is suspended for a period of 180 days at any time after work is commenced.

CONDITIONAL USE PERMIT FEE - COMM		400.00
ESCROW DEPOSIT ($500)		500.00
	TOTAL	**900.00**
Payment(s)		
CHECK	159486	900.00

SEPARATE PERMITS REQUIRED FOR WORK OTHER THAN DESCRIBED ABOVE.

City Planning Department
City Hall – 501 Laurel Street
Brainerd, MN 56401
218-828-2309/Fax 218-828-2316
www.ci.brainerd.mn.us

Receipt # _____
Check # _____
Date Paid: _____

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ ($250.00)	☒ ($400.00 + $500.00 escrow deposit)
REZONING	☐ ($300.00)	☐ ($500.00)
VARIANCE	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)

PROPERTY ADDRESS: Harrison Elementary School Properties
-See attached Certificate of Survey Drawing for Legal Descriptions

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: Brainerd Public Schools -ISD #181

Street Address: 804 Oak Street **City:** Brainerd **State:** MN **Zip Code** 56401

Phone Number: 218-454-6900 **Fax:** 218-454-6901 **E-mail:** laine.larson@isd181.org

Applicant Name: (If different than Property Owner) _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Phone Number: _____ **Fax:** _____ **E-mail:** _____

Description of Request:
Request for Conditional Use Permit for constructing School Addition, Parking, Playgrounds, Etc.
in R-2 Zone as indicated on attached Drawings and Supporting Documents

Laine D. Larson — 03-01-19
Property Owner Signature — **Date**
Laine Larson, Superintendent
(Please print name)

Laine D. Larson — 03-01-19
Applicant Signature — **Date**
Laine Larson, Superintendent
(Please print name)

(OVER)

Director Nystrom introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING ACQUISITION OF PROPERTY AND PROVIDING RELOCATION ASSISTANCE, SERVICES, AND BENEFITS BY INDEPENDENT SCHOOL DISTRICT NO. 181, BRAINERD, MINNESOTA

BACKGROUND RECITALS

A. On September 24, 2018, the School Board (the "School Board") of Independent School District No. 181, Brainerd, Minnesota (the "District") conducted a public hearing to consider acquisitions and relocation assistance, services, and benefits to be provided with respect to the District's acquisition and betterment of the District's Elementary and Secondary Schools and Early Childhood and Alternative Education school sites and facilities and repairs, remodeling, upgrading, equipping and construction of additions and improvements thereto (the "Project").

B. The District has, in writing or at a subsequent public hearing, responded to comments made at the public hearing or submitted in writing within 30 days after the public hearing.

AUTHORIZATION AND RESOLUTIONS

BE IT RESOLVED, by the School Board, as follows:

1. The School Board determines that it is in the public's interest and is necessary for purposes of proceeding with the Project for the District to acquire, through negotiation with the property owners or by eminent domain, the parcels (the "Acquisition Parcels") identified on Exhibit A attached to this Resolution.

2. The Project is designed to improve the delivery of education services to residents within the District and serves a public purpose.

3. Acquiring of the Acquisition Parcels is necessary to carry out the Project.

4. For the reasons set forth herein and because delays in the assemblage of the Acquisition Parcels will delay the Project, the School Board determines it is necessary to proceed without delay under Minn. Stat. § 117.042 and the School Board authorizes legal counsel to use the "quick take" procedure in acquiring title to the Acquisition Parcels.

5. The School Board approves providing relocation assistance, services, payments and benefits in the manner required by Minn. Stat. 117.52 and authorizes the District to negotiate relocation assistance, services, payments and benefits with respect to the Acquisition Properties.

Adopted: December 19, 2018

Chair

Clerk

The motion of the adoption of the foregoing resolution was duly seconded by Director Campbell and, upon vote being taken, the following voted in favor thereof:

Sue Kern, Tom Haglin, Bob Nystrom, Ruth Nelson, and Reed Campbell

the following voted against the same:

None

the following were absent:

Chris Robinson

whereupon, said Resolution was declared duly passed and adopted, and approved and signed by the Chair and attested by the Clerk.

EXHIBIT A

Lowell Elementary

a. 623 4th Avenue NE, Brainerd, MN 56401. Parcel ID: 091280230010009

b. 619 4th Avenue NE, Brainerd, MN 56401. Parcel ID: 091280230020009

Harrison Elementary

c. 501 16th Street SE, Brainerd, MN 56401. Parcel ID: 09181016005X009

d. 505 16th Street SE, Brainerd, MN 56401. Parcel ID: 09181016005Y009

e. 509 16th Street SE, Brainerd, MN 56401. Parcel ID: 09181016005Z009

f. 515 16th Street SE, Brainerd, MN 56401. Parcel ID: 09181016007A009

g. 1601 Oak Street, Brainerd, MN 56401. Parcel ID: 09181016007B009

h. None Listed, Brainerd, MN 56401. Parcel ID: 091810160040009

i. 1616 Norwood Street, Brainerd, MN. Parcel ID: 091810160030009

Brainerd High School

j. 704 6th Street S, Brainerd, MN 56401. Parcel ID: 09196185011Z009

k. 710 6th Street S, Brainerd, MN 56401. Parcel ID: 09196185008Z009

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Laine Larson, Superintendent ISD #181, has submitted a request on behalf of Brainerd Public Schools – ISD #181 for a Conditional Use Permit to construct an addition to Harrison Elementary School including but not limited to an addition to the school building, new parking, and new playgrounds. The properties included in this application are described as:

Lots 9, 10, and the East Half of Lot 8, all in Block 16, SLEEPER'S ADDITION TO THE CITY OF BRAINERD

The West Half of Lot 8, and the South 60 feet of Lot 7, all in Block 16, SLEEPER'S ADDITION TO THE CITY OF BRAINERD

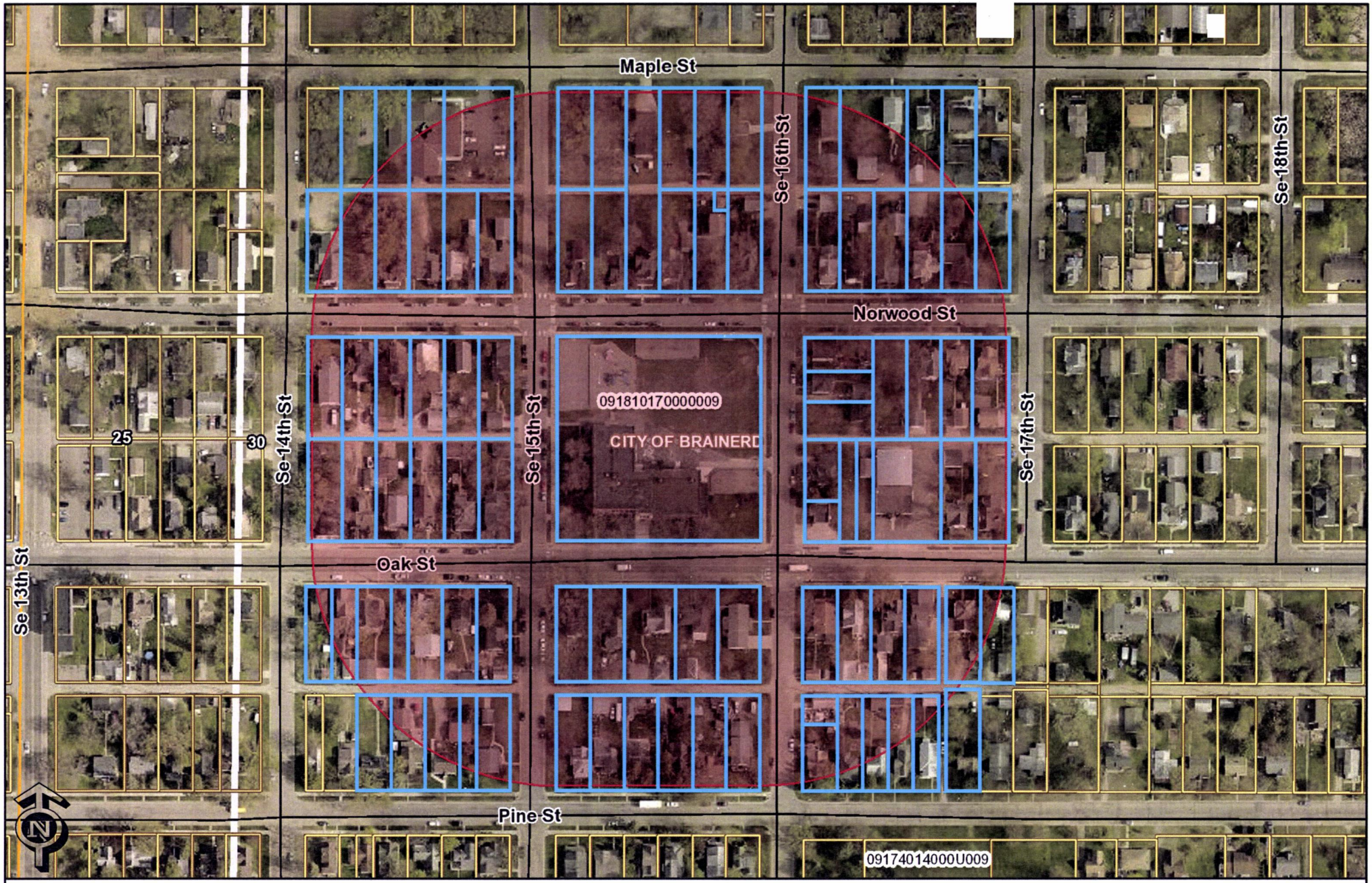
The properties are zoned R-2 (Medium Density Residential) District and Zoning Ordinance Section 56-5 K (Medium Density Residential) District Conditional Uses permits the operation of public and private schools provided that they meet the required provisions as listed under Section 56-5 K. A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, March 20, 2019 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2309.

Dated this 8th day of March 2019

_____
David C. Chanski, MPA
Community Development Director



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CUP Harrison

Date: 3/8/2019 Time: 9:56:06 AM

CROW WING COUNTY MINNESOTA

Parcel Number	Legacy Parcel Number	Muncipality	Owner Name	Owner Address	Owner Address 2	mer Addre	mer Addre	Physical Address	Physical City	Physical Zip
41250821	09174003005Z009	CITY OF BR	1509 PINE STREET LLC	11171 TOWN HALL ST	BRAINERD, MN 56401			1509 PINE ST	BRAINERD	56401
41300649	91810110120009	CITY OF BR	ALTERGOTT, LESLI DIANE	1421 NORWOOD ST	BRAINERD, MN 56401			1421 NORWOOD ST	BRAINERD	56401
41250818	09174003011Z009	CITY OF BR	ASH PROPERTIES INC	722 S 6TH ST	BRAINERD MN 56401			1503 PINE ST	BRAINERD	56401
41300631	91810130060009	CITY OF BR	BELL, RICHARD H & DEBORAH	23259 COUNTY ROAD 4	NISSWA MN 56468				0 BRAINERD	56401
41250820	09174003007Z009	CITY OF BR	BINDA, ANTHONY JR & AMANDA E	1507 PINE ST	BRAINERD, MN 56401			1507 PINE ST	BRAINERD	56401
41300652	91810110090009	CITY OF BR	BOSCH, TIMOTHY & LISA	17122 HWY 371 N	BRAINERD, MN 56401			1409 NORWOOD ST	BRAINERD	56401
41300638	09181012011B009	CITY OF BR	BRUNS, TROY G & SHERI	1517 NORWOOD ST	BRAINERD MN 56401			1517 NORWOOD ST	BRAINERD	56401
41250811	91740040030009	CITY OF BR	BUESGENS, JOLENE H	1417 PINE ST	BRAINERD MN 56401				0 BRAINERD	56401
41250810	09174004004Z009	CITY OF BR	BUESGENS, JOLENE H	1417 PINE ST	BRAINERD MN 56401			1417 PINE ST	BRAINERD	56401
41300625	91810130120009	CITY OF BR	CAPIDAL INVESTMENTS LLC	6697 MARYLAND RD	BAXTER, MN 56425			418 17TH ST SE	BRAINERD	56401
41300644	09181012005Y009	CITY OF BR	CLUEVER CONSTRUCTION INC	12674 KNOLLWOOD DR	BAXTER MN 56425			1504 MAPLE ST	BRAINERD	56401
41250801	09174004019Z009	CITY OF BR	DANO, DEBRA B	6919 THESING RD	BRAINERD, MN 56401			1416 OAK ST	BRAINERD	56401
41300634	91810130020009	CITY OF BR	DAVIS, CHRIS	1620 MAPLE ST	BRAINERD MN 56401			1620 MAPLE ST	BRAINERD	56401
41300612	09181016002B009	CITY OF BR	DWYER, BENJAMIN	303 GLENWOOD ST	RED WING, MN 55066-3426			1618 NORWOOD ST	BRAINERD	56401
41250799	09174004023Z009	CITY OF BR	ECKSTEIN, DOUGLAS	610 15TH ST SE	BRAINERD MN 56401			610 15TH ST SE	BRAINERD	56401
41300626	91810130110009	CITY OF BR	FEDERAL NATIONAL MORTGAGE ASSOC	14221 DALLAS PKWY SUITE 1120	DALLAS, TX 75254-2916			1619 NORWOOD ST	BRAINERD	56401
41300589	91810180100009	CITY OF BR	FORSTER, ELAINE C	1415 OAK ST	BRAINERD MN 56401			1415 OAK ST	BRAINERD	56401
41250839	09174001000T009	CITY OF BR	FORTUNE, WILLIAM F III & MARLOWE	2531 RIDGE DR	BRAINERD MN 56401			1620 OAK ST	BRAINERD	56401
41250816	09174003015Y009	CITY OF BR	GROENWOLD, JOHN A &	GROENWOLD, AMANDA	13713 OLIVEWOOD DR	BAXTER MN 56425		1508 OAK ST	BRAINERD	56401
41300611	91810160030009	CITY OF BR	HANKEL, CHRISTIAN R & JENNY	1616 NORWOOD ST	BRAINERD MN 56401			1616 NORWOOD ST	BRAINERD	56401
41250833	09174002001Z009	CITY OF BR	HANSON, JEROME E & DONNA	1609 PINE ST	BRAINERD MN 56401			1609 PINE ST	BRAINERD	56401
41300642	91810120070009	CITY OF BR	HENNIS, JASON U	1501 NORWOOD ST	BRAINERD, MN 56401			1501 NORWOOD ST	BRAINERD	56401
41300650	91810110110009	CITY OF BR	HOHEISEL, PAUL & GLENDA TRUST AGR	15668 NELS JOHNSON RD	BRAINERD, MN 56401			1417 NORWOOD ST	BRAINERD	56401
41300599	91810170000009	CITY OF BR	IND SCHOOL DIST, # 181	804 OAK ST	BRAINERD, MN 56401			0 HARRISON	BRAINERD	56401
41300592	91810180070889	CITY OF BR	INWARDS, RONALD D & CHERYL M	1403 OAK ST	BRAINERD, MN 56401			1403 OAK ST	BRAINERD	56401
41250808	09174004008Z009	CITY OF BR	JEDLENSKI, GREGORY A & PATRICIA	9089 DAL-MAR DR	BRAINERD MN 56401			1409 PINE ST	BRAINERD	56401
41300629	91810130080009	CITY OF BR	JOEL, JAMES H JR & SHELLEN M	1607 NORWOOD ST	BRAINERD, MN 56401			1607 NORWOOD ST	BRAINERD	56401
41250800	09174004021Z009	CITY OF BR	JOHNSON, AARON L & LAURA L	1420 OAK ST	BRAINERD MN 56401			1420 OAK ST	BRAINERD	56401
41250824	09174002015Z009	CITY OF BR	JOHNSON, KEVIN & JANE	1618 OAK ST	BRAINERD MN 56401			1618 OAK ST	BRAINERD	56401
41300587	91810180120009	CITY OF BR	JOHNSON, TODD M & KRISTA SUE	1423 OAK STREET	BRAINERD MN 56401			1423 OAK ST	BRAINERD	56401
41300588	91810180110009	CITY OF BR	KING, JENNIFER A	1421 OAK ST	BRAINERD, MN 56401			1421 OAK ST	BRAINERD	56401
41250805	09174004013Z009	CITY OF BR	KONEN, WALTER PETER & DIANE C	603 14TH ST SE	BRAINERD MN 56401			603 14TH ST SE	BRAINERD	56401
41300627	91810130100009	CITY OF BR	KRAMVIK, JAMES L & BRIANNA M	1615 NORWOOD ST	BRAINERD, MN 56401			1615 NORWOOD ST	BRAINERD	56401
41250828	09174002007Z009	CITY OF BR	KUHN, NATASHA A	3947 1ST AVE S APT 5	MINNEAPOLIS MN 55409			1601 PINE ST	BRAINERD	56401
41300648	91810120010009	CITY OF BR	LAMSER, ANNMARIE J	1524 MAPLE ST	BRAINERD, MN 56401			1524 MAPLE ST	BRAINERD	56401
41300641	91810120080009	CITY OF BR	LEWIS, JEFF & KRISTINE	3301 DONALD ST	BAXTER, MN 56425			1507 NORWOOD ST	BRAINERD	56401
41300594	91810180050009	CITY OF BR	LORIMOR, DIANNA C	16380 BIRCHWOOD LN	BRAINERD, MN 56401			1408 NORWOOD ST	BRAINERD	56401
41300608	09181016005Y009	CITY OF BR	MCKAY, RICHARD G & MARY	21212 MAIL ROUTE RD	BRAINERD MN 56401			505 16TH ST SE	BRAINERD	56401
41300659	09181011001Z009	CITY OF BR	MID-MINNESOTA, WOMEN'S CENTER	PO BOX 602	BRAINERD MN 56401			0 MAPLE ST	BRAINERD	56401
41300643	91810120060009	CITY OF BR	MILLER, ROBERT J & GREGG MICHAEL J	12195 FUSCHIA DR	BAXTER, MN 56425			1500 MAPLE ST	BRAINERD	56401
41300639	09181012011A889	CITY OF BR	MINNEGASCO PROPERTY ACCOUNTING	TAX DEPT	PO BOX 1475	HOUSTON TX 77251-1			0 BRAINERD	56401
41300646	09181012003Z009	CITY OF BR	MOSER, ANDREW H & ANNETTE	5136 STATE HIGHWAY 25	BRAINERD, MN 56401			1516 MAPLE ST	BRAINERD	56401
41250826	09174002011Z009	CITY OF BR	MUELLER, JUSTIN P & SHELBY L	1608 OAK ST	BRAINERD, MN 56401			1608 OAK ST	BRAINERD	56401
41300600	91810160120009	CITY OF BR	NELSON, MATT	2027 E FAIRBANKS ST	TACOMA, WA 98404-4850			1623 OAK ST	BRAINERD	56401
41250837	09174001000W009	CITY OF BR	NICKELS, DEBRA A	21370 S LAKE GEORGE DR NW	CEDAR, MN 55011-9136			1617 PINE ST	BRAINERD	56401
41250829	09174002007Y009	CITY OF BR	OLSON, LARRY D & DOREEN	1710 OAK ST	BRAINERD MN 56401			1601 16TH ST SE	BRAINERD	56401
41250809	09174004006Z009	CITY OF BR	PARKS, DALE A	1415 PINE ST	BRAINERD, MN 56401			1415 PINE ST	BRAINERD	56401
41300609	09181016005X009	CITY OF BR	PASCHELKE, JAMES & CAROLE A	501 SE 16TH ST	BRAINERD MN 56401			501 16TH ST SE	BRAINERD	56401
41250822	09174003003Z009	CITY OF BR	PINTOK, LYNN	1519 PINE ST	BRAINERD MN 56401			1519 PINE ST	BRAINERD	56401
41250815	09174003017Z009	CITY OF BR	PIPER PROPERTY MANAGERS LLC	20859 N SORENSON LAKE TRL	MERRIFIELD MN 56465			1516 OAK ST	BRAINERD	56401
41300632	09181013004Z009	CITY OF BR	PUERINGER, DAVID F	616 1/2 FRONT ST	BRAINERD MN 56401			1610 MAPLE ST	BRAINERD	56401
41250830	09174002005Z009	CITY OF BR	PUETZ, RAYMOND & MARILYNN	6545 COUNTY ROAD 45	BRAINERD, MN 56401			1603 PINE ST	BRAINERD	56401
41300628	91810130090009	CITY OF BR	RADEMACHER, CHAD A	1609 NORWOOD ST	BRAINERD, MN 56401			1609 NORWOOD ST	BRAINERD	56401
41300651	91810110100009	CITY OF BR	RAMSDELL, JESSE J	12796 EXECUTIVE ACRES RD	BRAINERD, MN 56401			1415 NORWOOD ST	BRAINERD	56401

41250817	09174003013Z009	CITY OF BR RANNEY, ROSE E	1504 OAK ST	BRAINERD, MN 56401		1504 OAK ST	BRAINERD	56401
41250831	09174002004Z009	CITY OF BR RUDE, MCKINLEIGH J	1605 PINE ST	BRAINERD MN 56401		1605 PINE ST	BRAINERD	56401
41300654	91810110070889	CITY OF BR RZ HOLDINGS LLC	13263 COUNTY ROAD 23	BRAINERD, MN 56401-5048		1401 NORWOOD ST	BRAINERD	56401
41250819	09174003009Z009	CITY OF BR SACK, GARY H	2190 HASSMAN HILL SW	PINE RIVER, MN 56474		1505 PINE ST	BRAINERD	56401
41300605	09181016007B009	CITY OF BR SARFF LIVING TRUST DATED 10/9/01	MILTON A & MARLENE A SARFF T	13945 KENWOOD DR	BAXTER, MN 56425	1601 OAK ST	BRAINERD	56401
41300590	91810180090009	CITY OF BR SCHEI, CHRISTOPHER N & CHRYSI A	1411 OAK ST	BRAINERD, MN 56401		1411 OAK ST	BRAINERD	56401
41250823	09174003001Z009	CITY OF BR SCHRADER, MICHAEL J & ELIZABETH J	1521 PINE ST	BRAINERD, MN 56401		1521 PINE ST	BRAINERD	56401
41250827	09174002009Z009	CITY OF BR SHERWOOD, ERICA L	1602 OAK ST	BRAINERD, MN 56401		1602 OAK ST	BRAINERD	56401
41300598	91810180010009	CITY OF BR SMITH, ROBERT	1424 NORWOOD ST	BRAINERD MN 56401		1424 NORWOOD ST	BRAINERD	56401
41250803	09174004016Z009	CITY OF BR SOLBERG, TAMARA D	1408 OAK ST	BRAINERD, MN 56401		1408 OAK ST	BRAINERD	56401
41300630	91810130070009	CITY OF BR SPIELMAN, KRISTEN A	1603 NORWOOD ST	BRAINERD, MN 56401		1603 NORWOOD ST	BRAINERD	56401
41300637	91810120120009	CITY OF BR SWEET, ASHLEY	1521 NORWOOD ST	BRAINERD, MN 56401		1521 NORWOOD ST	BRAINERD	56401
41250802	91740040180009	CITY OF BR TAX FORFEITED	CROW WING COUNTY LAND SER\	322 LAUREL ST STE 15	BRAINERD, MN 56401	1412 OAK ST	BRAINERD	56401
41250825	09174002013Z009	CITY OF BR TAYLOR, LANCE	1612 OAK ST	BRAINERD, MN 56401		1612 OAK ST	BRAINERD	56401
41250832	09174002002Z009	CITY OF BR THEIEN, BARBARA	1607 PINE ST	BRAINERD, MN 56401		1607 PINE ST	BRAINERD	56401
41250813	09174003022Z009	CITY OF BR THOMAS, JOHN G	5154 JORDAN RD	BAXTER, MN 56425		602 16TH ST SE	BRAINERD	56401
41250812	09174004001Z009	CITY OF BR TOW, CAMERON A	1423 PINE ST	BRAINERD MN 56401		1423 PINE ST	BRAINERD	56401
41300606	09181016007A009	CITY OF BR VANWYNGEEREN, RICHARD & MARSHA	17134 JOHNSON RD	BRAINERD, MN 56401		515 16TH ST SE	BRAINERD	56401
41300596	91810180030009	CITY OF BR VON RUDEN, ROSE	1416 NORWOOD ST	BRAINERD MN 56401		1416 NORWOOD ST	BRAINERD	56401
41300595	91810180040009	CITY OF BR WALKER, ANITA & RICKY	8581 AZALEA RD	PILLAGER, MN 56473		1412 NORWOOD ST	BRAINERD	56401
41300633	91810130030009	CITY OF BR WALTERS, MARK	1614 MAPLE ST	BRAINERD MN 56401		1614 MAPLE ST	BRAINERD	56401
41300640	91810120100009	CITY OF BR WALZ, MICHAEL & ALIDA	7382 HILL N DALE DR	ELK RIVER, MN 55330-9163		1513 NORWOOD ST	BRAINERD	56401
41250814	09174003020Z009	CITY OF BR WEBER, PAUL G	4431 NEWTON AVE N	MINNEAPOLIS MN 55412		1518 OAK ST	BRAINERD	56401
41300591	91810180080009	CITY OF BR WEISS, KIMBERLY C	1407 OAK ST	BRAINERD MN 56401		1407 OAK ST	BRAINERD	56401
41300597	91810180020009	CITY OF BR WILT, DAVID	5389 PIONEER TRL	BRAINERD, MN 56401		1418 NORWOOD ST	BRAINERD	56401
41300647	91810120020009	CITY OF BR WILT, DAVID, RICHARD & JOYCE	5946 BIRCHDALE RD	BRAINERD MN 56401		1520 MAPLE ST	BRAINERD	56401
41300613	09181016001Z009	CITY OF BR WIRKUS, NICHOLAS	1622 NORWOOD ST	BRAINERD, MN 56401		1622 NORWOOD ST	BRAINERD	56401
41250804	09174004014Z009	CITY OF BR ZAPZALKA, MELISSA A	1406 OAK ST	BRAINERD, MN 56401		1406 OAK ST	BRAINERD	56401