

CITY COUNCIL AGENDA

Brainerd, Minnesota

May 20, 2019

7:30 P.M.

Brainerd City Hall

Council Chambers

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

2. **Roll Call**

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

___ D. Pritschet ___ K. Bevans ___ 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 May 6, 2019

Documents:

[20190506_CC draft.pdf](#)

B. **Approval Of Licenses**

Contractor Licenses - 3 New; 6 - Renewals

Taxicab Application - Submitted by Baker Transportation, Inc. dba Elite Taxi, 630 30th Ave N., St. Cloud, MN 56303 - Contingent Upon Police Department Approval

Documents:

[CONTRACTOR LICENSE REPORT - 2019-05-20.pdf](#)

C. **Department Activity Reports**

1. Police Chief
2. Finance Director

Documents:

[Police Chief Report.pdf](#)

D. **Memorandum Of Agreement Between The City Of Brainerd And**

IBEW Local No. 31 (Administrative Support) Union Setting 2019-2020 Wages For The Transit Operations Specialist Position

Documents:

Memorandum of Agreement setting 2019-2020 wages for Transit Operations Specialist Position.pdf

- E. Minnesota Lawful Gambling Premises Permit Application - Adopt Resolution To Allow Lawful Gambling By The Baxter Snowmobile Club At The Last Turn Saloon Upper Level, 214-216 South 8th Street, Brainerd**
- F. Temporary On-Sale Liquor License Application -Submitted By VFW Post #1647, 309 S. 6th St. For An Event To Be Held June 1, 2019 At The Brainerd National Guard Armory, 1115 Wright St., Brainerd**

6. Presentations

- A. Visit Brainerd Presentation - Ms. Mary Devine Johnson**

Documents:

Visit Brainerd.pdf

- B. Housing And Redevelopment Authority Update - Ms. Jennifer Bergman Executive Director**

Documents:

HRA Presentation.pdf

- 1. HRA Handout**

Documents:

HRA.pdf

7. Council Committee Reports

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

Documents:

20190520_PF.pdf

- 1. Approval Of Bills**
- 2. Prosecution Attorney Agreement**

Documents:

Prosecution Attorney Agreement.pdf

3. Police Department Vehicles - Community Service Officer Vehicle

Documents:

CSO Vehicle.pdf

4. Deputy Police Chief Wage Discussion

Documents:

Deputy Police Wage .pdf

B. Safety And Public Works Committee -6:45 PM

Documents:

20190520_SPW.pdf

1. Event/Street Closure Application - Auction At 10th Avenue NE And I Street

Documents:

Event Street Closure Application - Auction 10th Avenue NE and I Street.pdf

2. Event/Street Closure Application - Jaycees Street Fest

Documents:

Event Street Closure Application - Jaycees Street Fest.pdf

3. Event/Street Closure Application - Brainerd Pride Picnic

Documents:

Event Street Closure Application - Brainerd Pride Picnic.pdf

4. Event/Street Closure Application - Sober Squad Walk 4 Hope

Documents:

Event and Street Closure Application - Sober Squad Walk 4 Hope.pdf

5. Downtown Landscaping Contract

Documents:

Downtown Landscaping Contract.pdf

6. Improvement 15-12 And 16-10 - Final Pay Estimate

Documents:

Improvements 15-12 and 16-10 Final Pay Estimates.pdf

7. Improvement 17-06 (108-119-006), 17-07, And 18-05 - Request To Authorize Professional Services Contract With Short Elliot Hendrickson For Construction Administration

Documents:

Imps 17-06, 17-07, and 18-05 Request to use Professional Services.pdf

8. Resolution - Improvement 16-09 (SAP 108-136-004) Parking Restrictions

Documents:

Resolution - Parking Restrictions related to SAP 108-136-004.pdf

9. City Wide Stormwater Retrofit Plan - Discussion And Staff Direction

Documents:

Stormwater Retrofit Analysis.pdf

8. Unfinished Business

A. Children's Museum - Library Option Discussion

Documents:

Childrens Museum - Library Option Discusion.pdf

B. Committee Recommendations - Recommended By Council President

- Mr. Christopher Foley

Documents:

FOLEY, CHRISTOPHER.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 - 1 term (Expire 2021)

9. **New Business**

A. **Community Member Of The Month**

Documents:

Community Member of the Month.pdf

10. **Public Forum**

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

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Council Member Reports**

13. **Adjourn**

Note: Safety and Public Works Committee will meet at 6:45 p.m.
Personnel and Finance Committee will meet at 7:00 p.m.

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

MISSION

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

Brainerd, MN
May 6, 2019

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:29 P.M. by Council President Johnson.

Upon roll call, the following members were noted as present: Badeaux, Hilgart, Lambert, Stunek, Pritschet, Bevans 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 PRITSCHET AND LAMBERT, DULY CARRIED, TO AMEND THE AGENDA BY ADDING 9B. LETTER OF RECOMMENDATION FOR THE CHILDREN'S MUSEUM.

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

A. Approval of the Minutes of the Regular Meeting held on April 15, 2019 and the Special Meeting held on April 29, 2019 – Approved

B. Approval of Licenses – Approved

Contractor Licenses – 2 – New; 3 – Renewals

C. Department Activity Reports – Approved

1. City Administrator
2. Fire Chief
3. Parks Director

D. Minnesota Lawful Gambling – Adopt a Resolution Authorizing the Brainerd Elks Lodge #615 to Conduct Off-Site Gambling on May 8, 2019 at the Brainerd National Guard Armory, 1115 Wright St., Brainerd – Approved

E. Minnesota Lawful Gambling Premises Permit Application – Adopt a Resolution to Allow Lawful Gambling by Baxter Snowmobile Club at the Skillet Restaurant LLC., 121-123 Washington St., Brainerd – Approved

F. New Garbage Hauler License Application – Submitted by Pequot Lakes Sanitation, LTS., PO Box 639, Pequot Lakes, MN – Approved

G. Nicole Torrence to Administrative Specialist 2 – Payroll/HR Position effective May 7, 2019 at Step 4 of Wage Grid – Approved

H. Promotion of Elaine Kraemer to Administrative Specialist 2 – Global (Fire Department) Position effective May 7, 2019 at Step 5 of Wage Grid – Approved

- I. Promotion of Laurie Johnson to Administrative Specialist 2 – Global (Community Development Department) Position effective May 7, 2019 at Step 5 of Wage Grid – Approved**
- J. Temporary On-Sale Beer License – Submitted by Qing for Communities; Hosted by VFW #1647 for an Event to be held May 18, 2019 at Tanner Motors Parking Lot, 620 W. Washington St., Brainerd – Approved**
- K. Tobacco License Application – Submitted by Suzanne Milton, on Behalf of Limos Etc., Inc dba Risky Business, 326 Washington St., Brainerd – Contingent Upon Police Chief Approval – Approved**

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

Public Hearing and Resolution – Improvement 16-09 and Improvement 19-07 – Buffalo Hills Lane and Mississippi Drive Reconstruction Project Improvement Hearing – Adopted by Resolution No. 32:19

City Engineer Sandy gave a brief overview of the background of the Buffalo Hills Lane and Mississippi Drive reconstruction project and the assessment methodology that is being used. He explained the public hearing tonight is the improvement hearing to consider testimony for or against the proposed improvements.

The Chair opened the public hearing at 7:36 p.m.

The Chair recognized Mr. Gery Thesing, 502 West Buffalo Hills Lane, who indicated he approves of the project taking place for the main reason of safety for pedestrians and bicyclists.

The Chair recognized Ms. Alexis Diton, 321 Buffalo Hills Lane, who stated she is in favor of the project and is excited to get it started and for the beautiful outcome.

City Engineer Sandy stated he received three statements from residents as follows:

- Ms. Carolyn Ferrian, 2417 Crestview Lane, had called and expressed she is not in favor of the project. She stated she should not have to rightfully pay for a street she does not live on and she questioned who will pay for her street when it needs to be reconstructed.
- Gerald and Karen Doyle, 2423 Crestview Lane, sent an email stating they find the resulting assessments to be acceptable and fair. He said they are unable to attend the public hearing but wanted to express their support for the project.
- Ms. Alissa Kuepers, 208 Ridge Drive, sent an email in support of the improvement project, which she said is long overdue.

Council Member Johnson indicated he received a comment of support for the project from Mr. Henry Praska, 402 Buffalo Hills Lane.

The Chair recognized Mr. Scott Hubert, 302 Tanager Circle, who stated he is against the improvements, as his tax burden has doubled since 2013. He also indicated his backyard has

approximately 60' of woods that provide coverage from the road and the project will take away 50' of that wooded area.

The Chair recognized Mr. Glen Knowlen, 223 Ridge Court, who stated he is in favor of the project. He said it would be more beneficial to have a nice road going to new developing areas than the one they have.

The Chair recognized Mr. Bruce Eastman, 215 Buffalo Hills Lane SW, who stated he is happy to pay his share of the assessment. He said, however, he reviewed MN Statute 429 and it became apparent the assessment plan for this project is against state law. He stated many people are on fixed incomes and the normal assessment process takes into account square footage of the road itself. He indicated a law-abiding assessment would say, *"you cannot be assessed for an improvement project for a greater degree than the increase of the properties value after the project is completed"*. He asked if this is the meeting to challenge the assessment and according to MN Statute 429 he would need to submit a statement of intent to contest the assessment.

City Attorney Langel explained there are two hearings in the process of Statute 429. He indicated this is the first hearing which decides if the project will proceed. He said there will be an assessment hearing that takes place in several months, at which time a written statement could be submitted.

City Engineer Sandy stated the MN Statute 429 information was provided at the two public information sessions that took place earlier this spring.

The Chair recognized Mr. Brady Rutman, 332 Aspen Court, who stated his backyard is Buffalo Hills Lane and he supports the project. He said the separated trail for recreation is a fantastic idea and a lot of people use Buffalo Hills Lane for walking and biking.

The Chair recognized Ms. Kara Schaefer, 402 Buffalo Hills Lane, who supports the project and said it goes along well with Brainerd's goals of being a walkable and bikeable community.

The Chair recognized Mr. Tom Prusack, 2117 Crestview Lane, who stated he has lived there for 30 years and is in favor of the project. He said he appreciates the efforts of the Council to listen to the neighbors and come up with a fair methodology to assess the benefit of the project.

The Chair recognized Mr. Tad Johnson, 218 Ridge Court, who stated he is happy to hear all the favorable comments towards the project. He stated his request is to keep the road at the minimum possible width to make it the most pedestrian friendly and for drivers to drive slower.

The Chair recognized Ms. Dorothy Highum, 313 Aspen Court, who stated the road does need to be improved, however, she is not 100 percent behind the proposed road. She said having an 8' wide path for pedestrians is too wide just to be able to use a snow plow. She said the path could be narrower, which would reduce the cost. She indicated when it was first proposed, the City assessed at a large dollar amount and then announced there were state aid funds available. She felt it was deceptive to start out with and the City should look into additional funding options.

The Chair recognized Mr. Nick Ellenburgh, who stated he owns seven lots in the area and is in favor of the project. He stated the width of the path is great and to be able to clear snow at a faster rate is wonderful, as many seniors use the path for walking. He commented that it should be assessed fairly for everyone.

The Chair recognized Mr. Tom Highum, 313 Aspen Court, who indicated his property is a non-abutting lot and his assessments are based on access. He said he understands the assessment process that the actual cost cannot be determined until the project is completed but questioned if costs could change to an “access” only lot.

City Engineer Sandy indicated the assessments are a reasonable estimate at the time. He said the assessment is supported by the report received from a certified appraiser in which determined the public benefit exists and is not based on access.

The Chair recognized Mr. Scott Hubert, 313 Aspen Court, who asked about the process of the project if it is approved and found that it was not done in a legal manner.

City Attorney Langel stated the project has been reviewed by an appraiser, and the benefit derived from the project must equal or exceed the amount of the assessment per person. He said the appraiser analyzed the project and a lot of work was put into the process to make certain it was done properly and fairly.

The Chair recognized Mr. Bruce Eastman, 215 Buffalo Hills Lane SW, who stated if the improvements do not add value to the property, it would be considered illegal. He said he is certain the values are not going to go up due to the improvements.

The Chair closed the public hearing at 8:01 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT A RESOLUTION ORDERING THE IMPROVEMENTS, APPROVING PLANS AND SPECIFICATIONS, AND ORDERING ADVERTISEMENTS OF BIDS TO BE OPENED ON JUNE 7, 2019 AT 10:00 AM.

RESOLUTION NO. 32:19

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

Council Member Pritschet thanked the residents that attended the hearing and said it is important for the Council to hear input from our community.

Council Committee Reports

Personnel and Finance Committee Report

Approval of Bills - Approved

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

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

League of MN Cities Insurance Trust (LMCIT) Premium Renewal '19-'20 - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO APPROVE THE INSURANCE RENEWAL FROM THE LMCIT FOR MARCH 1, 2019 – FEBRUARY 28, 2020.

Brainerd Community Action – Community 4th of July Celebration Donation Request – Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO APPROVE \$8,000 TO BE DONATED TO BRAINERD COMMUNITY ACTION FOR THE 4TH OF JULY COMMUNITY ENGAGEMENT CELEBRATION FROM THE SPECIAL PROJECTS BUDGET LINE ITEM.

Wage Adjustments for Police Chief and City Engineer – Adopted by Resolution No. 33:19

Committee Chair Hilgart stated the wage details for the Deputy Police Chief was pulled from the agenda to obtain further information.

MOVED AND SECONDED BY ALDERMEN AND BADEAUX TO ADOPT A RESOLUTION AMENDING RESOLUTION NO. 02:19, REVISING THE 2019-2021 CITY ENGINEER AND POLICE CHIEF WAGE GRIDS AND SETTING THE INITIAL STEP PLACEMENT FOR SAID EMPLOYEES. FURTHER, THAT THE WAGE ADJUSTMENTS BE RETROACTIVE TO JANUARY 1, 2019.

RESOLUTION NO. 33:19

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

Request to Hire Community Service Officer (CSO) – Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO AUTHORIZE THE POLICE DEPARTMENT TO MAKE A CONDITIONAL JOB OFFER TO CARSON MOORE AND JAROME SANDIN FOR THE POSITIONS OF COMMUNITY SERVICE OFFICER, CONTINGENT ON SUCCESSFUL COMPLETION OF THE PRE-EMPLOYMENT SCREENING PROCESS, WITH A STARTING DATE OF MAY 7TH FOR CARSON MOORE AND MAY 13TH FOR JAROME SANDIN OR AS SOON AS POSSIBLE THEREAFTER.

One Year Probation Period; Rosier – Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO APPROVE PAUL ROSIER’S FIREFIGHTER STATUS FROM PROBATIONARY TO REGULAR PAID ON CALL FIREFIGHTER, EFFECTIVE APRIL 1, 2019.

Software Recommendation – Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO AUTHORIZE THE PURCHASE OF BS&A SOFTWARE, AT AN ESTIMATED COST OF \$226,995.

Council Meeting Broadcasting/Streaming Update – Informational

Committee Chair Hilgart stated an update was received from LAKES Media Collaborative regarding the broadcasting and streaming of council meetings. She said during the transition of equipment, there may be a gap in broadcasting, but notice will be given beforehand.

Council Member Johnson indicated all costs involved will be paid for by LAKES Media Collaborative.

City-Wide Spring Cleanup Discussion - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO WORK WITH MID-WEST RECYCLING TO ADMINISTER THE SPRING CLEANUP VOUCHERS AND TO MAIL THE VOUCHERS TO EACH ADDRESS IN THE CITY OF BRAINERD.

City Prosecution Discussion – Informational

Committee Chair Hilgart indicated Mr. Matt Mallie has been appointed to the bench on Minnesota's 9th Judicial District by the Governor and he will need to terminate the prosecution agreement with the City.

City Administrator Torstenson explained the options that may be available, which include contacting Crow Wing County to contract with them, go out for an RFP or having a prosecution attorney in-house.

Council discussion took place.

Council directed staff to work with Matt Mallie on a transition plan and provide detailed information on the options to have available at the May 20, 2019 Council meeting.

Resolution Accepting Donation of Land for Meadows Park – Adopted by Resolution No. 34:19

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX TO APPROVE A RESOLUTION TO ACCEPT THE DONATION OF LAND FOR MEADOWS PARK.

RESOLUTION NO. 34:19

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

NJMS Phelps Loan Subordination - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO APPROVE THE SUBORDINATION REQUEST FOR NJMS PHELPS, 715 LAUREL STREET.

Safety and Public Works Committee Report

Event/Street Closure Application – Annual 4th of July Celebration - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE EVENT AND

May 6, 2019 - **DRAFT**

STREET CLOSURES FOR THE 4TH OF JULY CELEBRATION. TRAFFIC CONTROL HAS BEEN REQUESTED AND COORDINATED AND THE POLICE IS SCHEDULING OFFICERS FOR THE EVENT.

Event/Street Closure Application – Memorial Day Parade - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR THE MEMORIAL DAY PARADE UNDER THE CONDITIONS THAT THE EVENT STAFF COORDINATE TRAFFIC CONTROL WITH ENGINEERING STAFF.

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

Improvement 17-06, 17-07, and 18-05 – H Street and 10th Avenue NE Reconstruction Project and Sidewalk Improvements Bid Results and Award Recommendation - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE BID RESULTS AND AWARDED THE CONTRACT TO ANDERSON BROTHERS CONSTRUCTION OF BRAINERD IN THE AMOUNT OF \$1,017,349.

City Engineer Sandy indicated the bid is 19% above the Engineer's estimate and may be due to the rising costs of materials or the lack of competition. He stated increases in the estimate may need to occur in the plans and possibly re-adjust projects going forward.

Improvement 17-08 – Garfield Safe Routes to School Bid Results and Award Recommendation - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE BID RESULTS AND AWARDED THE CONTRACT TO YOUNG'S EXCAVATING, INC. IN THE AMOUNT OF \$1,034,526.

Improvement 17-10 Testing Services - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO AUTHORIZE STAFF TO ENTER INTO AN AGREEMENT WITH BRAUN INTERTEC FOR THE TESTING SERVICES ON IMPROVEMENT 17-10 IN THE ESTIMATED COST OF \$2,489.

Improvement 19-03 – 2019 Seal Coat Project Authorization to Solicit Bids - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO AUTHORIZE ADVERTISEMENT OF BIDS FOR IMPROVEMENT 19-03 WITH AN ESTIMATED COST OF \$145,235.

Resolutions and Discussion – Wetland Conservation Act Administration – Adopted by Resolution No. 35:19

Committee Chair Bevans explained the City currently has Crow Wing County Soil and Water Conservation District administer the Wetland Conservation Act. He said Crow Wing County Soil and Water will no longer be facilitating this service and the City needs to find another source

to provide the service. He indicated in the interim, Widseth Smith Nolting will be providing the service until a long-term decision is made.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT A RESOLUTION WHICH ACCEPTS THE AUTHORITY AND ADMINISTRATIVE RESPONSIBILITY TO IMPLEMENT THE WETLAND CONSERVATION ACT WITHIN THE LEGAL BOUNDARIES OF BRAINERD.

RESOLUTION NO. 35:19

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION WHICH DELEGATES THE DECISION-MAKING AUTHORITY FOR WCA EXEMPTION, NO-LOSS, WETLAND BOUNDARY AND TYPE, SEQUENCING, REPLACEMENT PLAN, AND WETLAND BANKING APPLICATIONS WITH THE CITY ENGINEER OR THEIR DESIGNEE.

RESOLUTION NO. 36:19

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT A RESOLUTION WHICH REQUESTS CROW WING COUNTY BOARD OF COMMISSIONERS TO ADMINISTER THE WETLAND CONSERVATION ACT ON BEHALF OF THE CITY OF BRAINERD.

RESOLUTION NO. 37:19

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE PROPOSED FEE SCHEDULE PROPOSED FOR MR. BRIAN ROSS FROM WIDSETH SMITH NOLTING FOR A TIME PERIOD OF MAY 6, 2019 TO DECEMBER 31, 2019 OR UNTIL SUCH TIME FURTHER DETERMINATION CAN BE MADE ON THE ADMINISTRATION OF THE WETLAND CONSERVATION ACT WITHIN THE BRAINERD CORPORATE BOUNDARIES.

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 2020)

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

New Business

Set Council Workshop Date - Approved

Council set the workshop date for Monday, June 10th, 2019 at 5:30 p.m.

Council Member Lambert indicated she would like to have an informal work session for discussion that does not have an itemized agenda.

Council discussion took place and it was determined to have an informal workshop sometime later in the summer.

(Added Item) Letter of Recommendation for Children's Museum - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT, DULY CARRIED, TO DIRECT STAFF TO CONTACT CROW WING COUNTY BOARD TO REQUEST A LETTER OF RECOMMENDATION FOR THE CITY'S APPLICATION AS THE SITE OF THE CHILDREN'S MUSEUM.

Planning Commission

Variance Request – 214 2nd Ave NE, Brainerd – Accessory Structure – Approved

Community Development Director Chanski explained the details of the variance application.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST TO CONSTRUCT A 24' X 20' ACCESSORY STRUCTURE AT 212 AND 214 2ND AVE. NE CONTINGENT UPON THE CONSOLIDATION OF LOTS AT THE AFOREMENTIONED ADDRESSES.

Variance Request – 701 7th St. NW, Brainerd – Nonconforming Structure – Denied

Community Development Director Chanski explained the details of the variance request. He stated the Planning Commission came up with a split vote that a variance is not required as the addition to a home is not an expansion of a nonconforming use, which is contradicted by a Supreme Court ruling. They put forward a second motion, if the Council disagrees with the first motion, to recommend denial. He said this was based on the fact a residential building is not in harmony with the purpose and intent of the B-4 General Business District which is stated in Section 515-63 of the Zoning Code.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO DENY THE VARIANCE REQUEST TO CONSTRUCT AN ADDITION ON A NONCONFORMING STRUCTURE BASED ON A RESIDENTIAL USE DOES NOT CONFORM TO THE PURPOSE OF A B-4 GENERAL BUSINESS DISTRICT.

Zoning Code Uses Matrix Discussion – Approved

Community Development Director Chanski explained the Planning Commission is interested in rewriting the Zoning Code to make it more user friendly and in a simpler format. He stated a uses matrix was created to organize the Code by use and not by district. He said the Commission is looking for direction as to whether they should pursue the endeavor.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET, DULY CARRIED, TO DIRECT THE PLANNING COMMISSION TO PROCEED WITH IMPLEMENTING A SIMPLIER FORMAT AND THE MATRIX INTO THE ZONING CODE.

Public Forum

The Chair opened the Public Forum at 9:06 p.m.

The Chair recognized Mr. John Erickson, 230 Chippewa St., Brainerd and a former president of the Brainerd Public Library Board spoke on using the library as an alternate site for a Children's Museum. He expressed deep concern with the decision to offer the library property as an option. He indicated the City had a bonding referendum in order to build the library in 1986 and questioned if the City would even be allowed to place a museum at the site. Mr. Erickson said no one from the library was contacted to be a part of the decision and he asked the Council to attempt to extricate the offer from Region Five.

Members of the Council offered apologies on the statements from Mr. Erickson and further council discussion will take place.

The Chair closed the Public Forum at 9:16 p.m.

Staff Reports

Community Development Director Chanski stated three summer interns started today for the Planning, Marketing and Code Compliance Departments. He also announced Brainerd was awarded the bronze designation for a bike friendly community through the Bike Alliance of Minnesota.

Fire Chief Holmes thanked the Brainerd Fire Relief for their donation of \$16,000 to the Fire Department which will pay for radios, gas air monitors and a portion of the cost of a new ventilation chainsaw.

Finance Director Hillman stated the field work for the 2018 audit has started and the auditors will be here for the next two weeks.

City Administrator Torstenson indicated the 2019 Destination Downtown business competition has set a launch date of June 20, 2019 held at the downtown mall. She said that further details will be forthcoming.

Council Member Reports

Mayor Menk stated he attended several events in the past two weeks including the Arbor Day Event at Garfield Elementary and the Bringing Up Grades (BUG) student program.

Council Member Lambert attended the Bringing Up Grades (BUG) programs held for 4th graders in our elementary schools.

Council Member Bevans stated he wants the library issue with the Children's Museum site on the Council agenda for May 20, 2019 for further discussion.

Council Member Hilgart referred to the minutes from the April 15, 2019 meeting where she opposed the library as an option for the Children's Museum and apologized for not obtaining input from the library staff.

Council Member Stunek agreed that the topic needs to be re-examined.

Council Member Johnson stated the reason he initiated publicly announcing the Special Meeting held on April 29, 2019 is for input from the community.

Council Member Badeaux indicated he did not want the library considered from the start as Lum Park was intended to be the only site option.

Adjourn

The Chair adjourned the meeting at 9:23 p.m.

Cassandra Torstenson
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
May 20, 2019
(2 New - 6 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
CLARK EXCAVATING, LLC 1515 120TH STREET SW BRAINERD, MN 56401 19-0179	(218) 820-8892	EXCA SSTS	1/20/2020	12/31/2019	L149
K JOHNSON CONSTRUCTION INC. 6870 HWY 10 NW SAUK RAPIDS, MN 56379 19-0180	(320) 255-9649	MASO	1/1/2020	12/31/2019	
EARL JOHNSON CONSTRUCTION LLC 37675 TIMBER TRAIL PILLAGER, MN 56473 19-0181 (new)	(651) 503-0581	GENC	4/15/2020	12/31/2019	
KRUCHTEN'S HEATING & AC, LLC 15140 INGLEWOOD DRIVE BAXTER, MN 56425 19-0182	(218) 828-4991	MECH	11/10/2019	4/8/2020	MB003039
F&F DRYWALL LLC 1311 STONE RIDGE ROAD SAUK RAPIDS, MN 56379 19-0183 (new)	(952) 210-6083	DRYW	8/9/2019	12/31/2019	
AIR CONCEPTS, INC. 20753 COUNTY ROAD 3 MERRIFIELD, MN 56465 19-0184	(218) 821-7593	MECH	6/19/2019	7/14/2020	MB005525
DIVERSIFIED INFRASTRUCTURE SERVICES 46 S ROLLING MEADOWS DRIVE FOND DU LAC, WI 54937 19-0185	(920) 924-3690	UTIL	2/1/2020	12/31/2019	
LANDWERX LLC 16035 CARLSON LAKE RD BRAINERD, MN 56401- 19-0186	(218) 831-3435	EXCA SSTS	3/26/2020	12/31/2019	L4021

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council
FROM: Police Chief Corky McQuiston
DATE: 05-14-19
RE: Monthly Report



Spring Driver's Ed Point of Impact

On April 17th, Sergeant Paul Dooley presented at the Brainerd Public Schools Driver Education program. This relationship has been in effect for several years where Sergeant Dooley partners with the Driver Ed instructors for the Point of Impact Class for parents of teen drivers enrolled in Drivers Education Training. 26 Parents were at this class which was an above average turn-out.



The class is designed to increase parent awareness of teen driving risks, Minnesota's Teen Driver Laws and the important role parents play in developing a safer teen driver.

The [Point of Impact video](#) is a main component of the classroom program and if you know a teen driver or are the parent of a teen driver, we strongly encourage you to take the time to watch

this video. If the imbedded link above doesn't work, please try the following:

<https://www.youtube.com/watch?v=jOkVMa3g5gQ&feature=youtu.be>

At the core of the program are the following five things parents can do to keep their teen driver safe:

1. Model Good Driving Behavior
2. Supervise Teens Driving in Different Driving Conditions
3. Put Safety Ahead of Convenience
4. Discuss Driving Responsibilities and Follow Through with Consequences
5. Assure Your Teen They Can Call You At Any Time



Office of Traffic Safety

A Division of the Minnesota Department of Public Safety

For more information on Teen Driver Laws, please visit this Minnesota Office of Traffic Safety website at:

<https://dps.mn.gov/divisions/ots/laws/Pages/teen-drivers.aspx>

Firearms In-Service Training

Mandatory in-service monthly training for all officer in April involved firearms training conducted at Bill's Gun Shop and Range in Baxter. In addition to POST mandated inclement weather shooting(jacket & gloves) we received instructions and practice with utilizing the new shields combined with shooting.

Officers received initial training on the care, storage, and deployment of the shields. Several initial dry-run practices with training weapons were done for familiarization with the shields so officers could become comfortable with the weight distribution and handling.





Officers then transition to live fire drills, learning reloading techniques while holding the shields and practicing different shooting positions.



Body Worn Camera Data Report



Month	Number of Videos	Hours of Videos	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
March	1591	324 Hours	610 GB	383 MB	12.23 Minutes	51
April	1594	284 Hours	549 GB	345 MB	11.01 Minutes	53

Conduct on Premises Activity Report for April

ICR	Date Reported	Title	Address	Summary
19004225	04/05/19	Conduct on Premises	901 ½ SE 11 th Street	Conduct on Premises
19004461	04/11/19	Conduct on Premises	622 NW 4 th Street	Conduct on premises
19005172	04/26/19	Conduct on Premises	515 2 nd Avenue NE	Conduct on Premises
19005276	04/28/19	Conduct on Premises	912 10 th Avenue NE	Conduct on premises

Monthly Police Activity

April	2019	2018
Calls	1377	1532
Citations (Inc. Parking)	254	306
Part I and Part II Crimes Reported	181 **	239

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

97 parking tickets were issued in the month of April with the following dispositions:

Revenue Recapture Receipts:

To Date: \$ 46,310.52
In 2019: \$ 5,664.39

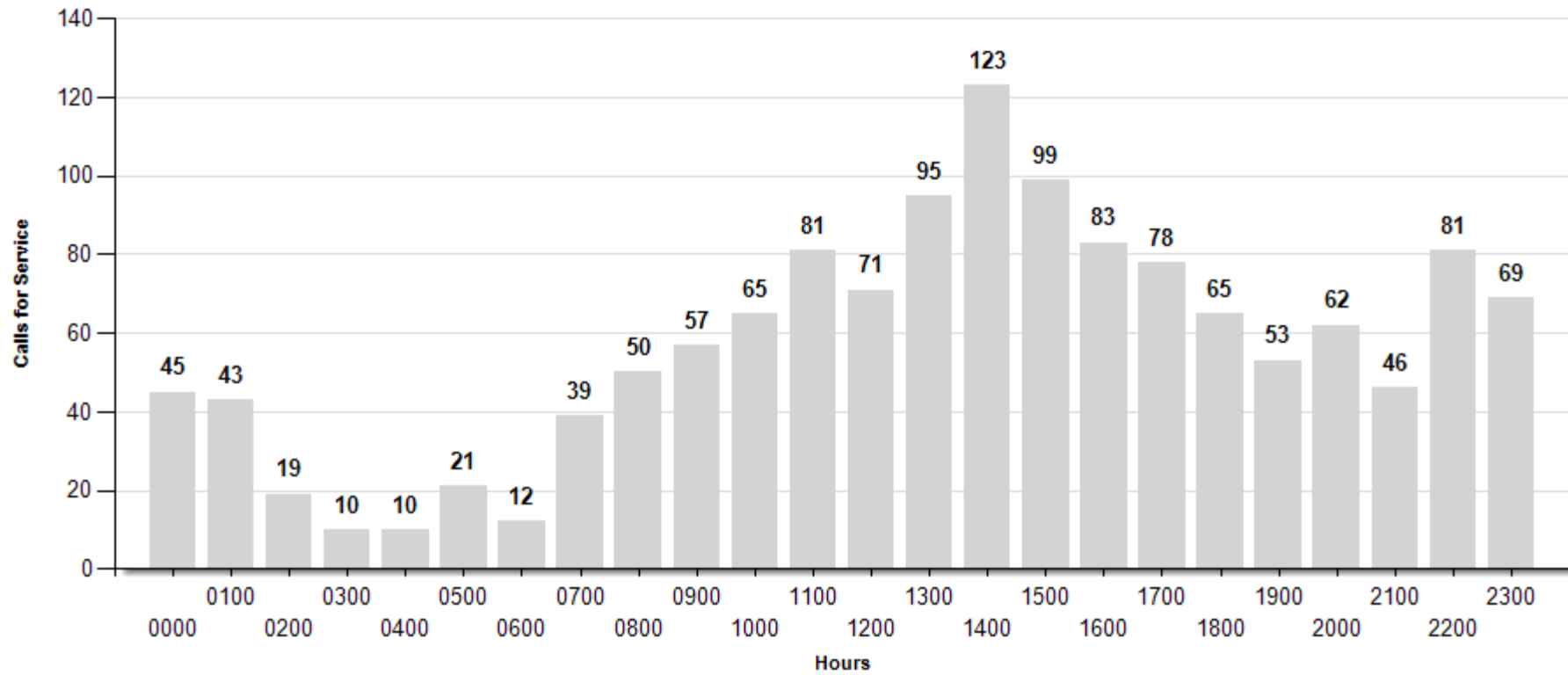
2	Dismissed
0	Business Validations
56	Paid in Full
2	Partial Payments Received
37	No Payment Received



Calls for Service Hourly

4/1/2019 to 4/30/2019

Total Calls: 1436





Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Memorandum of Agreement for Transit Operations Specialist Position

☐ INFORMATION ONLY ☒ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue: On April 15, 2019, the City Council created and authorized advertising a Transit Operations Specialist position with a recommended wage for the position. The attached Memorandum of Agreement has been approved by the IBEW Administrative Support Union establishing the recommended wage for the position.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve the Memorandum of Agreement between the City of Brainerd and IBEW Local No. 31 (Administrative Support) Union setting the 2019 - 2020 wages for the Transit Operations Specialist position.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u> The Council approved the creation and applicable funding for the Transit Operations Specialist position on April 15, 2019.	

RECEIVED

MAY 09 2019

Memorandum of Agreement

CITY OF BRAINERD
ADMINISTRATION

This Memorandum of Agreement (hereinafter, "MOA") is entered into between the City of Brainerd (hereinafter, "City") and the International Brotherhood of Electrical Workers, Local No. 31 (hereinafter, "Union"), on behalf of the Administrative Support bargaining unit. The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and Union are parties to a 2019-2020 collective bargaining agreement (hereinafter, "CBA"). Article IX of the CBA stipulates pay schedules for classifications;

WHEREAS, after the CBA went into effect, the City created a new Transit Operations Specialist position that was not previously included in the CBA; and

WHEREAS, the City and Union have agreed to a wage for the Transit Specialist position.

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements contained in this MOA and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties hereto as follows:

1. To amend Article IX – Wages, Section 1, of the CBA specifically to include the following wage grid for the Transit Operations Specialist position in the 2019-2020 contract:

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
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

2. This MOA will be in effect for the duration of the CBA.
3. The parties agree that the Transit Operations Specialist position will, in all other respects, be subject to the CBA.
4. The City and the Union agree that this MOA will not result in the payment of back pay to any employee.
5. The City and the Union acknowledge that this MOA shall not be deemed to constitute a precedent or create a past practice which would be applicable to any other member of the bargaining unit or classification identified in the CBA or be admissible in any arbitration proceeding or other proceeding involving a dispute between the parties as evidence of a precedent or past practice. This MOA may not be used as evidence—whether in negotiations, arbitration, or other proceeding—or otherwise be used in any manner to interpret the CBA, or to seek similar benefits for any City employee(s) other than the employee(s) hired for the Transit Operations Specialist, either through arbitration, negotiation, or other means.
6. The City and the Union agree that this MOA constitutes the entire agreement between the parties with respect to the payment of wages for the Transit Operations Specialist position. No party has relied upon any oral statements or promises that are not set forth in this document. The terms of this MOA are contractual and supersede any and all prior agreements between the Parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.

7. This MOA shall be construed to have been drafted equally by the parties.

By signing below, each party specifically acknowledges that it has read this Memorandum of Agreement and that it understands and agrees it is legally bound by all terms of the Memorandum of Agreement.

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

Cassandra Torstenson, City Administrator

Will Keyes

Will Keyes, Business Manager

Date

5/6/2019

Date



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Visit Brainerd Presentation

☐ 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 <i>*provide copy of published hearing notice</i>
Submitted by: Cassandra Torstenson	Department: Administration
Presenter (Name & Title): Ms. Mary Devine Johnson, Executive Director	Estimated Time Needed: 10 Minutes
Summary of Issue: Ms. Mary Devine Johnson will be at the council meeting to share information about Visit Brainerd. Please see that attached document.	
Alternatives, Options, Effects on Others/Comments: The City submits 95% of the lodging tax received to Visit Brainerd.	
Recommended Action/Motion: 	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	



The Official Destination Marketing Organization for the Cities of Baxter and Brainerd, MN

History, Funding and Purpose

Established in 1995 as the Brainerd Baxter Lodging Association; changed name to Visit Brainerd in 2008.

Primarily funded by a 3% lodging tax collected from the short-term lodging entities in the Cities of Baxter and Brainerd pursuant to Minnesota Statute 469.190 for which 95% of the gross proceeds from the tax shall be used by the city to fund a local convention or tourism bureau for the purpose of marketing and promoting the city or town as a tourist or convention center.

Approximately \$400,000 is collected by 11 hotels and one campground which is about \$13-million in gross sales.

There has been a 28% growth in the lodging tax in the last 10 years with a YOY average growth of 4-5%.

Operations

Run a lean operation with 1-2 employees; Mary Devine Johnson is the Executive Director and the only full-time employee. The organization is overseen by a Board of Directors with representatives from lodging, convention services and attractions.

Board of Directors: Katie Goenner, Board President, General Manager/Owner of the properties of Baymont Inn & Suites, Comfort Suites, and Days Inn & Suites; Carolyn Bare, Board Vice President/Treasurer, General Manager of Arrowwood Lodge of the Brainerd Lakes; Sarah Stultz, Board Secretary, General Manager of Super 8; Julie Degen, Board Director, Owner/Operator of Northland Kart Kountry; Geoff Gorvin, Board Director, President of Gorvin Marketing & PR; Aimee Jobe, Owner/Operator for The NPC; Rachael Lund, Board Director, Assistant Manager of Days Inn & Suites; Karen Rettke, Board Director, General Manager of Country Inn & Suites; Tom Vasecka, Board Director, General Manager of Holiday Inn Express.



14084 Baxter Dr., Ste. 12
Baxter, MN 56425



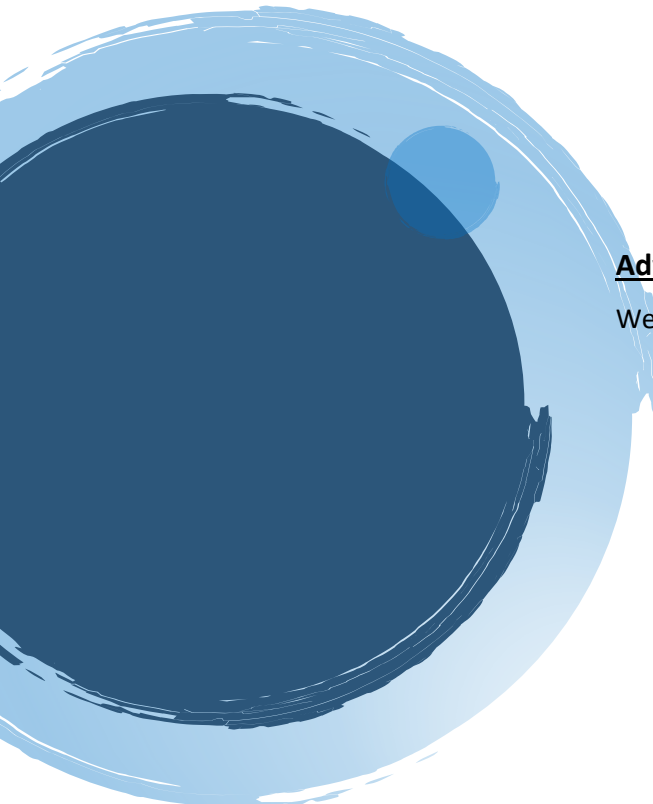
218.825.0410



info@visitbrainerd.com
mary@visitbrainerd.com



VisitBrainerd.com
@VisitBrainerd



Advertising and Promotions

We spend more than \$250,000 on direct marketing and advertising:

- 20% on digital advertising
- 15% on television advertising
- 10% on radio advertising
- 10% on search advertising
- 10% on social media advertising
- 10% on email marketing
- 10% on special event marketing and advertising
- 5% on industry shows
- 5% on direct-mail advertising
- 5% on print advertising

Advertising Statistics

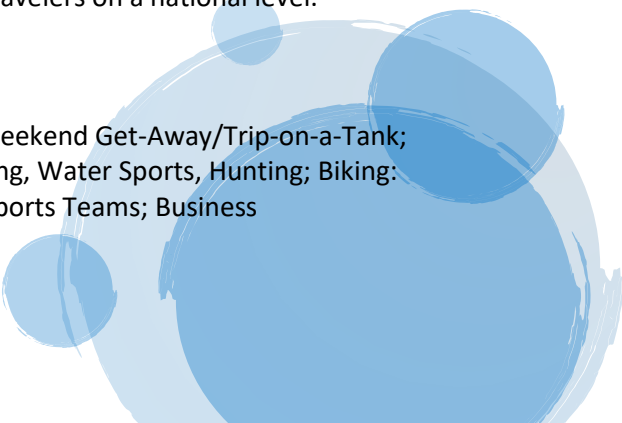
- 12-million digital ad impressions per year
- 3-million website search impressions per year
- 1.8-million social media impression per year
- 50,000 social media followers
- 25,000 people on our email list

Where & What We Advertise

We spend 60% of our marketing budget in the Twin Cities (MSP Metro) market; 10% in the 100-mile radius drive market; 5% in Eastern North Dakota; 5% in Central Wisconsin; 5% in Northern Iowa; 10% targeting niche markets and experiential travelers on a national level.

Key Messages (Audiences)

Family Vacations; Waterparks; Weekend Get-Away/Trip-on-a-Tank; Outdoor Enthusiast: Hiking, Fishing, Water Sports, Hunting; Biking: Cycling and Mountain; Golfing; Sports Teams; Business





Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: HRA 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 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Cassandra Torstenson	Department: Administration
Presenter (Name & Title): Ms. Jennifer Bergman, Executive Director	Estimated Time Needed: 20 Minutes
Summary of Issue: Ms. Jennifer Bergman with the Brainerd HRA will be at the council meeting to provide the Council with an update and the operations of the HRA.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	



324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

Brainerd HRA 2019–2020 Strategic Plan Goals and Action Steps

Mission

Providing affordable housing and redevelopment opportunities to strengthen our neighborhoods and community.

Five-Year Vision

Become the preeminent development organization:

- In partnership with the City of Brainerd, BLAEDC and EDA
- As an integral part of community success
- Through collaborative efforts with other community agencies
- Doing development in the city of Brainerd
- By remaining a high performer on Federal programs
- By assisting more people than ever before

Goals and Action Steps

1. Continue the redevelopment and rehabilitation of commercial, rental and owner-occupied properties in the City of Brainerd.
 - Explore funding for rehab around schools.
 - Work with ISD 181 to identify homes being purchase and assist families in staying within the City of Brainerd.
 - Support the River to Rail initiative and provide a quarterly update.
 - Assist new or existing businesses to acquire funds for gap funding including BUF, IF and City Revolving Loan Program.
 - Support the Brainerd Industrial Center and the NP Center in redevelopment initiatives.
2. Continue providing high quality, safe and affordable housing for existing and potential residents and participants.
 - Continue to assist the City with revising the Rental Housing Maintenance Code.
 - Apply for VASH vouchers.
 - Continue to monitor and fully fund the Housing Choice Voucher program to maintain our utilization at 100%.
 - Explore repositioning public housing options.
 - Maintain a high performer status in PHAS.



3. Enhance collaboration and communication with partners and the public to support neighborhood growth and development.
 - Continue to identify and communicate with our partners on HRA projects.
 - Explore the Housing Supports program with Crow Wing County and Lutheran Social Services.
 - Support the Brainerd Riverfront Committee's plaza.
 - Annually review and monitor management agreements with CWC HRA, Crosby HRA, and the City of Brainerd.
 - Explore efficiencies with other HRA's in Crow Wing County.
4. Lead the revitalization efforts in downtown Brainerd.
 - Identify and support signature projects in downtown Brainerd.
 - Solicit and support developers for downtown Brainerd.
 - Support a downtown coordinator position.
 - Continue to support Brainerd Restoration efforts.
 - Assist and financially support existing and new downtown businesses through rehab, acquisition and other programs.
5. Continue to maintain and grow the overall health of the organization.
 - Review policies annually to ensure they are up to date.
 - Explore staffing needs and capacity.
 - Plan for succession and cross training.

Brainerd HRA Overview



Jennifer Bergman
Executive Director
218-829-3425
jennifer@brainerdhra.org

324 East River Road, Brainerd, MN 56401 • ph: (218) 828-3705 • fax: (218) 828-8817



Introduction

• What is an HRA?

- » **Housing & Redevelopment Authorities** are local units of government
- » Governed by State Statute
- » Created by cities or counties
- » Intent is to be the housing and redevelopment arm of the city or county
- » 155 HRAs across the State

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Introduction

• What is the purpose of an HRA?

- » Provide a sufficient supply of adequate, safe, and sanitary dwellings;
- » Clear and redevelop blighted areas;
- » Perform duties according to comprehensive plans;
- » Remedy the shortage of housing for low and moderate income residents, and,
- » Redevelop blighted areas, in situations in which private enterprise would not act without government participation or subsidies



Introduction

• What do HRAs do?

- » Acquire and sell property
- » Redevelopment
- » Issue bonds
- » Perform Needs Assessments
- » Operate and/or acquire affordable housing including federally-assisted public housing
- » Administer Section 8 Program



Introduction

- **What do HRAs do?**

- » Develop and administer housing rehab loan or grant programs
- » Create interest reduction programs
- » Operate parking facilities
- » Develop and administer down payment programs
- » Housing development projects



Introduction

- **Brainerd HRA**

- » Governed by State Statute
- » Created by the City of Brainerd in 1969
- » Governed by 7-member board appointed by Mayor, confirmed by City Council
- » City Council authorizes the HRA's levy annually



Brainerd HRA Mission

*"To provide **affordable housing**
and **redevelopment**
opportunities to
strengthen our
neighborhoods and community."*

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Brainerd HRA Goals

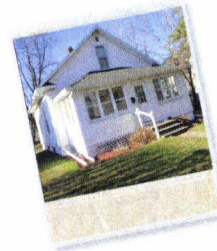
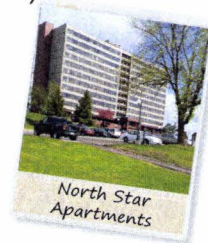
1. **Redevelopment**—Continue the redevelopment of commercial, rental and owner-occupied properties in the City of Brainerd.
2. **Housing**—Continue providing high quality, safe and affordable housing for existing and potential residents and participants.
3. **Enhance Communication**—Enhance collaboration and communication with partners and the public to support neighborhood growth and development.
4. **Downtown Revitalization**—Revitalize Downtown Brainerd
5. **Maintenance & Growth**—Continue to maintain and grow the overall health of the organization.

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Programs Offered

- Own and/or Operate Rental Housing (325 units)
 - » ROSS (135 achieved self-sufficiency goals)
- Rental Assistance
 - » HCV/Section 8 (320 vouchers)
 - » Bridges (18 vouchers)
 - » FSS - Family Self Sufficiency (28)
 - » Homeownership (11)
- Tax Forfeited Property Hold Policy
- Redevelopment Projects
- Housing & Commercial Rehab



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Tax Forfeited Property Hold Policy

- Established to ensure tax-forfeited property is returned to productive use.
- Primary Goals
 - » Build density and tax base by ensuring tax forfeited properties are developed
 - » Eliminate blight and reinvest in our neighborhoods
 - » Create a clear, straightforward, and efficient procedure for the HRA and developers to act on the acquisition of tax-forfeited property
 - » Encourage developer investment to stabilize neighborhoods and construct affordable housing

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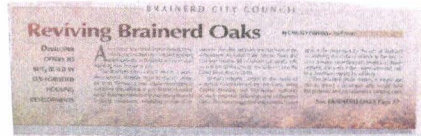


Redevelopment Projects

• Brainerd Oaks, Serene Pines & Dal-Mar Estates

» Complex Process

- Negotiate sales price with developer - \$912,300
- Negotiate the waiving of special assessments with the City of Brainerd - \$2.4 million
- State deeded land to CWC, then HRA
- Elimination of CIC
- Negotiate a Development Agreement with the developer (10 lots/yr. in 3–9 yrs.)
- Ongoing construction administration



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Redevelopment Projects

• Brainerd Oaks, Serene Pines & Dal-Mar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	28	23	3	1
Serene Pines	23	8	8	0	0
Dal-Mar Estates	0	0	0	0	0

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Redevelopment Projects

• Brainerd Oaks



» Sales prices have ranged from \$164,633–\$215,000

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Redevelopment Projects

• Serene Pines



» Sales prices have ranged from \$206,000–\$274,000

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Redevelopment Projects

• Brainerd Oaks & Serene Pines - 31 homes to date (36 lots)

- » \$46,772 - Permit fees and plan review revenue
- » \$102,300 - SAC/WAC
- » \$15,500 - Park fees
- » \$263,457 - Lot sales
- » **\$428,028 - Total**



Housing & Commercial Rehab

• Small Cities Development Program - Downtown Brainerd

Address	Business	Comm. Units	Rental Units	SCDP \$	Owner \$	TOTAL \$
214 & 216 S. 8th St.	Last Turn	1	11	\$127,396	\$68,246	\$195,642
216 S. 7th St.	Bridge of Harmony	1		\$40,000	\$17,055	\$57,055
217 S. 7th St.	Downtown Mall	1	14	\$167,650	\$67,579	\$235,229
602 Laurel St.	Olde Open Window	1	6	\$74,332	\$28,943	\$103,275
605 Laurel St.	Northwind Grill	1	11	\$53,682	\$21,754	\$75,436
606 Laurel St.	Sage on Laurel	1	2	\$77,717	\$26,730	\$104,447
711-717 Laurel St.	LAMF, Crossing Arts, Vaenn Har	1		\$40,000	\$19,997	\$59,997
719 Laurel St.	Purple Fern	1		\$40,000	\$24,583	\$64,583
704 Front St.	Iron Hill's Gun, Pawn & Antiques	1	1	\$60,000	≤\$14,000	≤\$74,000
724 Laurel St.	Bob & Fran's Factory Direct	1		\$35,000	≤\$7,000	≤\$42,000
Total		10	45	\$715,777	≤\$295,887	≤\$1,011,664



Housing & Commercial Rehab

- Small Cities Development Program - Downtown Brainerd



215-217 South 7th Street

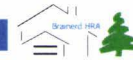


606 Laurel Street



216 South 8th Street

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Housing & Commercial Rehab

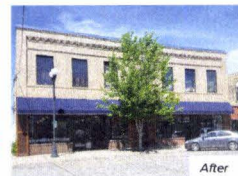
- Small Cities Development Program - Downtown Brainerd



216 South 7th Street



719 Laurel Street



711-717 Laurel Street

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Housing & Commercial Rehab

- Small Cities Development Program - NE Brainerd
 - » Grant amount: \$638,338
 - » 1 commercial property
 - » Up to 10 owner-occupied homes at \$20,000 each
 - » Up to 11 mixed-use and duplex rental units, 6 multi-family at \$10,000 each, 6 single-family at \$20,000 each
 - » Target area: between H Street and Washington Street, and Gillis Street and Mill Avenue. Also Rumbly Hall (Koop Building).

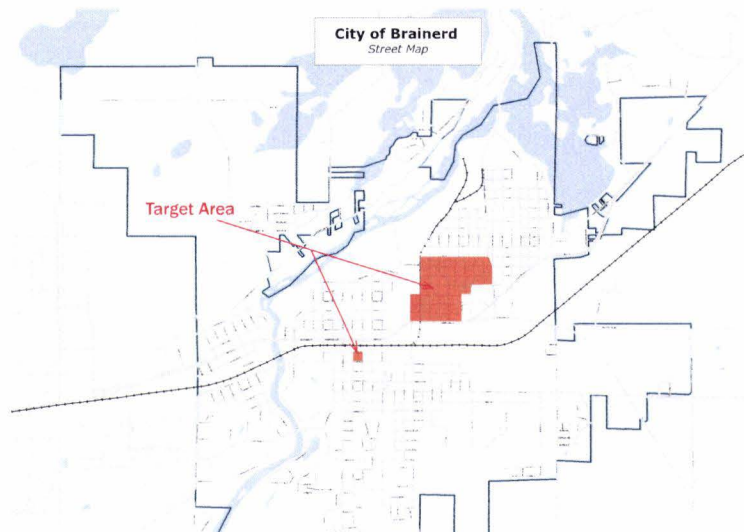


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Housing & Commercial Rehab

- Small Cities Development Program - NE Brainerd Target Area



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Downtown Brainerd

- Destination Downtown

- » Past 2 years, HRA contributed to prize packages with lease subsidies for 50% of the first year's rent up to **\$6,000**
- » For 2019, Board increased prize contribution of a lease subsidy up to **\$8,000** for the 1st place winner, plus up to **\$6,000** for each of the 2nd and 3rd place winners

- Per Diems

- » Past 18 months, HRA Board gave up meeting per diems directing staff to put it towards downtown revitalization initiatives



Downtown Brainerd

- Facilitating Development/Redevelopment

- » Parker Building
- » Mixed-use building
 - 40–60 units
 - 1st floor commercial



Conclusion

As a component unit of the City of Brainerd, the HRA supports the City Council in any redevelopment and housing issues.

Thank you!



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

May 20, 2019
City Hall Conference Room
7:00 PM

1. Approval of Bills
2. Prosecution Attorney Agreement
3. Police Department Vehicles – Community Service Officer Vehicle
4. Deputy Police Chief Wage Discussion



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Prosecution Attorney Agreement

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Cassandra Torstenson and Corky McQuiston	Department: Administration / Police Department
Presenter (Name & Title): Cassandra Torstenson and Corky McQuiston	Estimated Time Needed: 10 minutes
Summary of Issue: The City Prosecutor, Matt Mallie, has been appointed to be a judge. His last day of service to the City is May 31st, 2019. The City has contacted the County Attorney regarding availability to serve the City. At this time, the County does not have the capacity to serve the City and has declined the opportunity. Additionally, the City has reached out the BAR Association for the area and requested that they reach out to the local legal community regarding interest in providing prosecution services. One letter was received via this outreach, in addition to the other firm that had previously contacted us. The Cities of Brainerd, Baxter and Nisswa (Police Chiefs and City Administrators) then completed interviews of both interested firms as well as reference checks. It is a consensus of the group that Severson Porters be selected at this time.	
Alternatives, Options, Effects on Others/Comments: Attorney Mark Severson has over a year of experience as an assistant county attorney in Clearwater County and was also recommended by the Crow Wing County Attorney. The costs of hiring an in-house attorney would be higher than contracting services. It would also not provide additional coverage for employee vacation, sick leave or other losses of availability. Severson Porter offers a 3 attorney firm that would allow for more consistent coverage.	
Recommended Action/Motion: To appoint Severson Porter as the City Prosecutor and have them assume the same terms and conditions of the existing agreement with Matt Mallie which runs through December 31, 2022.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>	



MARK A. SEVERSON

MSBA Certified Real Property Law Specialist
mark@seversonporter.com

KURT W. PORTER

Attorney at Law
kurt@seversonporter.com

KEVIN J. EGAN

Attorney at Law, of Counsel
kevin@seversonporter.com

May 16, 2019

VIA EMAIL ONLY

City of Brainerd
Attn: Cassandra Torstenson
501 Laurel Street
Brainerd, MN 56401

Re: Prosecution Agreement for the Cities of Brainerd, Baxter, and Nisswa

Dear Ms. Torstenson:

Please accept this letter of interest to formally state the interest of Severson Porter Law, P.A. (the "Firm") to provide prosecutorial services for the cities of Brainerd, Baxter, and Nisswa. The Firm is excited at the prospect of providing these services to all three municipalities. While we anticipate that there will be significant work at the beginning, the Firm will work to make the transition as seamless as possible.

At the outset, our approach will be to provide prosecutorial services in nearly-identical fashion as Mr. Mallie has provided in the past, but with an expectation that the Firm will work together with the three cities and their respective administrators and police chiefs to improve efficiency and transparency, to the extent improvements can be made.

The Firm proposes that the municipalities and the Firm maintain the status quo as much as possible, including the cost of prosecutorial services. The Firm respectfully requests that the Council consider allowing the Firm to assume Mr. Mallie's contract, as it is presently, as well as the renewal. For the Council's information, the Firm already maintains a policy of over \$1,000,000.

We hope that these proposed terms are acceptable and we look forward to hearing from you favorably. One or both of the partners will be at the City Council meeting on May 20, 2019 to answer any questions that the Council may have.

Sincerely,

/s/ Kurt W. Porter

Kurt W. Porter

/s/ Mark A. Severson

Mark A. Severson



Edward R. Shaw
Attorney at Law
Lawyer@edshawlaw.com

Hannah M. Hankins
Associate Attorney
Hannah@edshawlaw.com

May 14, 2019

Cassandra Torstenson
City Administrator
501 Laurel Street
Brainerd, MN 56401

Re: City Attorney Position

Dear Ms. Torstenson;

Enclosed for your review, please find background information for Attorney Edward R. Shaw P.A. Law Office, References, and Attorney biographies for Edward R. Shaw and Hannah Hankins, Associate Attorney. Please accept this letter and these materials as my firm's application for providing interim prosecution services for the cities of Brainerd, Baxter, and Nisswa. I understand that you are also handling the applications for Baxter and Nisswa as well as Brainerd.

I have been a resident of Brainerd since 1995 and have been engaged in the private practice of law since August of 1996. I have had extensive experience of all aspects of criminal law from the initial arraignment through trial by jury. I have also presented at crime free housing forums hosted by the Bemidji Police Department to help landlords reduce criminal activity at their properties. My office is located in the City of Brainerd. I also own and manage rental properties in Brainerd, and Baxter. I have a personal and business interest in seeing both cities succeed.

The cities of Brainerd, Baxter, and Nisswa have received excellent prosecution services for many years from the Mallie Law Office. It is my desire to continue that tradition and to work with city government and law enforcement officials to facilitate communication between law enforcement and the city prosecutor's office, and to pursue innovation to provide for the more efficient delivery of prosecution services and promote first time offender and diversion programs that will reduce repeat offenses. My goal as City Prosecutor would be to make the city where my family and I live, and the neighboring communities, safer through the fair and consistent administration of the criminal prosecution system.

Thank you for your consideration for this application.

Sincerely,

Edward R. Shaw

ERS/ca

Enclosures

Brainerd Office
722 South 6th St.
Brainerd, MN 56401
Ph: (218) 825-7030

Saint Cloud Office
400 First St. South
St. Cloud, MN 56301
(320) 345-5725

Fax:
(218) 822-3144

Website:
www.edshawlaw.com

Email:
admin@edshawlaw.com

PROSECUTION AGREEMENT

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

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

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

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

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

I

TERM OF AGREEMENT

That said Agreement shall be effective commencing on January 1, 2020 and shall continue through December 31, 2022.

II

COMPENSATION AND FEES

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

- | | |
|---------------------|---|
| Fee: | The 2019 annual rate + annual percentage increases agreed to in Section III. |
| Hourly Rate: | \$125 per hour for services provided outside of the services contemplated herein. Approval of services where the hourly fee is proposed to be charged requires prior approval by the City Administrator of the City for whom services are rendered. |
| Postage: | City to provide reimbursement for reasonable and necessary postage for mailings associated with cases involving criminal prosecution. |
| Westlaw: | City to provide basic Westlaw services for legal research necessary for prosecution. |
| Docutech: | City to provide reimbursement for costs associated with Docutech Software use involving criminal prosecution. |

III
COMPENSATION ADJUSTMENTS

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

IV
ANNUAL REPORTING

Beginning in 2019, the Prosecutor will provide the City of Brainerd an annual Case Load Summary on or before November 15th for the previous period of July 1 through June 30, the contents of which will be determined by the City of Brainerd in consultation with Baxter and Nisswa.

V
PROSECUTION SERVICES

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

VI
INSURANCE

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

VII
RENEWAL CLAUSE

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

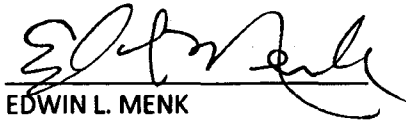
VIII
TERMINATION

The Agreement shall terminate upon the occurrence of any of the following: (1) the death of Mr. Mallie; (2) Mr. Mallie's inability to carry on his practice due to disability; (3) the suspension or

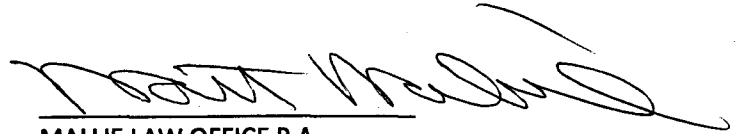
termination of Mr. Mallie's license to practice law; (4) Mr. Mallie's retirement from the practice of law;
or (5) dissolution of Mallie Law Office, P.A. for any reason.

Approved:

CITY OF BRAINERD



EDWIN L. MENK
Mayor



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



CASSANDRA TORSTENSON
City Administrator

RECEIVED

JAN 22 2019

CITY OF BRAINERD
ADMINISTRATION

PROSECUTION AGREEMENT

WHEREAS, the City of Brainerd is desirous of having Mallie Law Office P.A. provide prosecution services for petty misdemeanor, misdemeanor and applicable gross misdemeanor offenses arising out of its jurisdiction; and

WHEREAS, Mallie Law Office P.A. is willing to provide such prosecution services.

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

I

TERM OF AGREEMENT

That said Agreement shall be effective commencing on January 1, 2015 and shall continue through December 31, 2017.

II

COMPENSATION AND FEES

Mallie Law Office P.A. agrees to provide prosecution services pursuant to the following arrangement:

Fee:	\$14,392 per month + percentage increases agreed to in Section III.
Hourly Rate:	\$125 per hour for services provided outside of the services contemplated herein. Approval of services where the hourly fee is proposed to be charged requires prior approval by the City Administrator.
Telephone:	City to provide two phone lines, plus reimburse Mallie for necessary long distance calls.
Office Supplies:	City to provide letterhead and second sheets and to reimburse for white paper.
Postage:	City to provide reimbursement for reasonable and necessary postage for mailings associated with cases involving criminal prosecution.
Westlaw:	City to provide basic Westlaw services for legal research necessary for prosecution.
Docutech:	City to provide reimbursement for costs associated with Docutech Software use involving criminal prosecution.

III
COMPENSATION ADJUSTMENTS

Future pay increases to Mallie Law Office P.A. will occur and will be the same as those pay increases that would be delegated to other City Department Heads as allocated by the City Council. The percentage of increase would be based upon the 12 total monthly payments made to Mallie Law Office P.A. within the fiscal year.

IV
RENEWAL CLAUSE

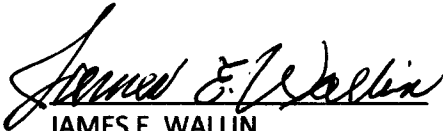
This Agreement shall continue every three years hereafter with the consideration of renewal to occur within the year prior to the third year of the expiration of the Agreement.

V
TERMINATION

The Agreement may be terminated at any time by mutual agreement of both parties or as provided in paragraph IV.

Dated this 4th day of February, 2014.

CITY OF BRAINERD



JAMES E. WALLIN

Mayor



MALLIE LAW OFFICE P.A.

Matthew R. Mallie, Attorney at Law



THERESA A. GOBLE

City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: May 20th, 2019

Title of Item: CSO Replacement Truck Purchase

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Chief McQuiston	Department: Police
Presenter (Name & Title): Chief McQuiston	Estimated Time Needed: 10 minutes
Summary of Issue: On February 7th, the Police Department CSO truck(unit # 442) was struck by a MnDOT snow plow, and as a result the truck was totaled out and consequently we need to replace it. On March 28th, the Patrol Sergeant's squad car(unit # 421) was submerged in flooded water at the Mill's Park parking lot, and the insurance company also totaled it out. Insurance payments for both vehicles which include replacing and installing equipment in the vehicles total \$43,977.24. The state contract pricing for a base-model Ford F-150 is \$24,753. Local vendor Mill's Ford can get an equivalent truck for slightly below the contract price at\$24,280, plus tax and licensing.	
Alternatives, Options, Effects on Others/Comments: We are budgeted to replace three squad cars for 2019. Two have already been ordered and we were waiting for Ford to open ordering on the 2020 Interceptor SUV because the 2019 ordering closed in September of 2018. We delayed the replacement of Squad # 422 which is a 2016 Interceptor SUV scheduled for this year and ordered a 2019 Dodge Charger to replace the Patrol Sergeant's squad car for our third budgeted squad car for 2019. We will then make up for this in 2021 when the Patrol Sergeant's squad car was scheduled for replacement. This will allow us to use the insurance payments from the CSO truck and Sergeant's car to purchase the CSO truck and cover the costs for the equipment and installation costs. Our squad car build-up capital for 2019 is \$63,000. The insurance deductible for both vehicles was \$1000 each totaling \$2000. Set up costs for the CSO truck are estimated at \$3000, with tax and licensing about \$2000, bringing approximate costs to \$31,280 for a new CSO truck. This is approximately \$12,000 less than our overall insurance settlements.	
Recommended Action/Motion: Authorize the purchase of a 2019 Ford F-150 from Mills Ford for \$24,280, plus tax and licensing to replace the totaled out 2014 Chevrolet Colorado CSO Truck using the insurance payments received as funding.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u> Insurance payments of over \$43,000 exceed the replacement cost of new truck, set-up, tax and license fees, leaving about \$12,000 for any cost over-runs in squad car capital costs.	

Midway Ford Commercial
Fleet and Government Sales
 2777 N. Snelling Ave.
 Roseville MN 55113



Travis Swanson
 651-343-5212
tswanson@rosevillemidwayford.com

Fax # 651-604-2936

T-101 Contract # 135738
2019 F-150 4X4- Regular Cab- 8' Box

Automatic Transmission
Air Conditioning
AM/FM Radio
Matching Full Size Spare Tire

Standard

40/20/40 Vinyl Seat
Dual Front Air Bags
4-Wheel ABS Brakes
Tilt Wheel

3.3L V6
Rubber Floor Covering
Bumpers w/Rear Step

Options	Code	Price	Select
101A Package	101A	\$1,891	x
(Power Windows, Locks, Mirrors, Cruise, Sync)			
Hitch	53B	\$88	x
Option Total		\$1,979	

Exterior Colors	Code	Select
Blue Jeans Metallic	N1	
Race Red	PQ	
Stone Gray	D1	
Agate Black	UM	
Magnetic Metallic	J7	
Ingot Silver Metallic	UX	
Oxford White	YZ	

Extended Service Contracts	Cost	Select
7 year/75,000 mile	\$2,570	
PremiumCare Warranty		
(Bumper to Bumper)		

Base Price	Totals
Options Price Totals	\$22,774.92
Extended Warranty	\$1,979.00
Transit Impr Excise Tax	
Tax Exempt Lic	
6.5% Sales Tax	
Document fee	
Sub total per vehicle	\$24,753.92
Number of Vehicles	1
Grand Total for all units	\$24,753.92

You must have a active FIN code to participate in this purchase contract : FIN code #
Purchase Order required prior to order placement

PO #

Name of Organization

Address

City, State, Zip

Acceptance Signature

Contact Person/ Phone #

Print Name and Title

Date

Contact's e-mail address and fax #



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Deputy Police Chief Wage 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 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Cassandra Torstenson / Kris Schubert	Department: Administration
Presenter (Name & Title): City Administrator Torstenson / Kris Schubert	Estimated Time Needed: 10 Minutes
Summary of Issue: All Department Heads and Non Union Supervisors were placed on the recommended wage grid at the step closest to their 12/31/18 wage without going backwards in wages. They also received a 1% COLA for 2019, 2% for 2020 and 3% for 2021.	
Alternatives, Options, Effects on Others/Comments: As discussed at the May 6, 2019 council meeting, Deputy Police Chief was placed on the grid using the same consistent process used for this group. In 2019, Deputy Police Chief's wage would be frozen. In 2020, he would receive a 1.10% increase of the 2% COLA which equates to \$.49 per hour. In 2021, he would receive the full 3% COLA. At the Council meeting the Council asked for options that could provide for a wage adjustment. The 2019 percentage increases for members of this group varied due to market adjustments and initial wage grid placements. However, there was consistency in the implementation to get everyone to market. The attachment shows costs for the Council to consider in setting the Deputy Police Chief's wage. If an alternative option is chosen, it is important to note that others may ask for the same considerations as it varies from the consistent approach that was applied uniformly for this group.	
Recommended Action/Motion: Discussion and direction to staff so that we may bring a completed wage resolution for the Deputy Police Chief wage to the next Council meeting.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>Unknown</u> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Would be part of the amount reserved in 2019 budget.</i> <i>Please Explain:</i>	

Deputy Police Chief
Options and Cost

Option A - As Implemented:

Wage 12/31/18	\$ 44.808
1% COLA, Step 6	\$ 44.41 (\$43.97 * 1%)
\$ Increase	\$ -
% Increase	0.00%
Estimated Cost to City 2019	\$ -
Wage 12/31/19	\$ 44.808
2% COLA, Step 6	\$ 45.30 (\$44.41 * 2%)
\$ Increase	\$ 0.49
% Increase	1.10%
Estimated Cost to City 2020	\$ 1,267
Wage 12/31/20	\$ 45.30
2% COLA, Step 6	\$ 46.66 (\$45.30 * 3%)
\$ Increase	\$ 1.36
% Increase	3.00%
Estimated Cost to City 2021	\$ 3,502
Total Estimated Cost over 3 Years	\$ 4,769

Option D - Giving an Additional 1% COLA in 2019, 2020 and 2021

Wage 12/31/18	\$ 44.808
1% COLA, Step 6 + 1%	\$ 44.85 (\$43.97 * 1%=\$44.41 + 1%)
\$ Increase	\$ 0.04
% Increase	0.09%
Estimated Cost to City 2019	\$ 108
Wage 12/31/19	\$ 44.85
2% COLA, Step 6 + 1%	\$ 45.75 (\$44.41 * 2%=\$45.30 + 1%)
\$ Increase	\$ 0.90
% Increase	2.01%
Estimated Cost to City 2020	\$ 2,317
Wage 12/31/20	\$ 45.75
3% COLA, Step 6 + 1%	\$ 47.13 (\$45.30 * 3%=\$46.66 + 1%)
\$ Increase	\$ 1.38
% Increase	3.02%
Estimated Cost to City 2021	\$ 3,553
Total Estimated Cost over 3 Years	\$ 5,979

*** This would result in another classification in the grid and is not what market showed a Deputy Chief should make

^^^ Not offered to other Department Heads and Non-Union Supervisors

Benefits include 2019 rates for Medicare, PERA, LTD and Workers' Compensation

Option B -Giving the same % increase of the Lowest Department Head/Non-Union Supervisor Received

Wage 12/31/18	\$ 44.808
.47% Increase	\$ 45.02 (\$44.808 * .47%)
\$ Increase	\$ 0.21
% Increase	0.47%
Estimated Cost to City 2019	\$ 546
Wage 12/31/19	\$ 45.02
2% COLA, Step 6	\$ 45.30 (\$44.41 * 2%)
\$ Increase	\$ 0.28
% Increase	0.62%
Estimated Cost to City 2020	\$ 721
Wage 12/31/20	\$ 45.30
3% COLA, Step 6	\$ 46.66 (\$45.30 * 3%)
\$ Increase	\$ 1.36
% Increase	3.00%
Estimated Cost to City 2021	\$ 3,502
Total Estimated Cost over 3 Years	\$ 4,769

Option E - Keeping Deputy Police Chief's Wage at 90% of Police Chief ***

Wage 12/31/18	\$ 44.808
1% COLA, Step 5	\$ 46.23
\$ Increase	\$ 1.42
% Increase	3.17%
Estimated Cost to City 2019	\$ 3,661
Wage 12/31/19	\$ 46.23
2% COLA, Step 6	\$ 49.12
\$ Increase	\$ 2.89
% Increase	6.25%
Estimated Cost to City 2020	\$ 7,441
Wage 12/31/20	\$ 49.12
3% COLA, Step 6	\$ 50.59 (\$49.12 * 3%)
\$ Increase	\$ 1.47
% Increase	2.99%
Estimated Cost to City 2021	\$ 3,785
Total Estimated Cost over 3 Years	\$ 14,888

Option C -Structuring the 1%, 2%, 3% COLA's as 2%, 2%, 2% for Deputy Police Chief

Wage 12/31/18	\$ 44.808
2% COLA, Step 6	\$ 44.85 (\$43.97 * 2%)
\$ Increase	\$ 0.04
% Increase	0.09%
Estimated Cost to City	\$ 108
Wage 12/31/19	\$ 44.85
2% COLA, Step 6	\$ 45.75 (\$44.85 * 2%)
\$ Increase	\$ 0.90
% Increase	2.01%
Estimated Cost to City 2020	\$ 2,317
Wage 12/31/20	\$ 45.75
2% COLA, Step 6	\$ 46.66 (\$45.75 * 2%)
\$ Increase	\$ 0.91
% Increase	1.99%
Estimated Cost to City 2021	\$ 2,343
Total Estimated Cost over 3 Years	\$ 4,769

Option F - Legacy ^^

Wage 12/31/18	\$ 44.808
1% COLA	\$ 45.257 (\$7,396.95/mth *1% + Longevity)
\$ Increase	\$ 0.45
% Increase	1.00%
Estimated Cost to City 2019	\$ 1,156
Wage 12/31/19	\$ 45.257
2% COLA	\$ 46.162
\$ Increase	\$ 0.91
% Increase	2.00%
Estimated Cost to City 2020	\$ 2,330
Wage 12/31/20	\$ 46.162
3% COLA	\$ 47.547
\$ Increase	\$ 1.39
% Increase	3.00%
Estimated Cost to City 2021	\$ 3,566
Total Estimated Cost over 3 Years	\$ 7,052

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

May 20, 2019
City Council Chambers
6:45 PM

1. Event/Street Closure Application – Auction at 10th Avenue NE and I Street
2. Event/Street Closure Application – Jaycees Street Fest
3. Event/Street Closure Application – Brainerd Pride Picnic
4. Event/Street Closure Application – Soper Squad Walk 4 Hope
5. Downtown Landscaping Contract
6. Improvement 15-12 and 16-10 – Final Pay Estimate
7. Improvement 17-06 (SAP 108-119-006), 17-07, and 18-05 – Request to Authorize Professional Services Contract with Short Elliot Hendrickson for Construction Administration
8. Resolution – Improvement 16-09 (SAP 108-136-004) Parking Restrictions
9. City Wide Stormwater Retrofit Plan – Discussion and Staff Direction



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Event/Street Closure Application - Auction at 10th Avenue NE and I Street

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event/street closure application for an auction at the intersection of 10th Avenue NE and I Street to be held on June 22, 2019 from 10:00 am to 5:00 pm.	
Alternatives, Options, Effects on Others/Comments: The applicant has requested to close I Street between 10th Avenue NE and the north/south alley for the event. There will be amplification of sound for the event which will include an auctioneers headset. There will be a trash receptacle provided by the applicant along with a restroom.	
Recommended Action/Motion: Staff recommends approval of the attached event application under the condition that the applicant request traffic control one week prior to the event and that the applicant notify residents in a one block radius prior to the event taking place.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 5/3/19

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event: ☐ Event – City Parking Lot
☐ Event with Street Closure

☐ Event – City Park
☒ Other Auction home

RECEIVED

MAY 03 2019

CITY OF BRAINERD
ADMINISTRATION

Name of event: Auction

Organizer Information

Organizer's Name:

Otis Holm

Organizer's Address:

824-10th Ave NE

Event Contact Person:

(same)

Event Contact Daytime Phone:

218-821-0560

Event Contact E-mail Address:

N/A

Contact Name/Number Day of Event:

(same)

For Profit/Nonprofit Status (type):

Applicant information (if different from the event organizer):

Applicant Name:

(see above)

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
June 22, 2019	10am	5pm	824 - 10 th Ave NE

Event locations (all dimensions are parking lot usable space estimates):

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Close $\frac{1}{2}$ of "I" Street (10th and I Street)
Clarification provided on 5/8, Close E/W
traffic on "I" Street between west line
of alley and east line of 10th Ave NE.

Site Information

Electrical usage

☐

Yes

☒

No

Describe the type of equipment to be used and how you intent to supply the power:

Amplified Sound

☒

Yes

☐

No

Describe any recording and sound amplification equipment to be used in your event along with the times:

Auctioneer's headset

Restrooms provided

☒

Yes

☐

No

If yes, how many 1 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

Describe the signs, banners, posters, flyers and the locations:

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

10th St + "I" St.

Date and time for beginning of street closures: 10 AM

Date and time for reopening of streets: 5 pm

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

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

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

X
OTis C Holm
Signature of Applicant

OTis C Holm
Print Name

Contacts, Permits, and Fees Checklist

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

The Event Planner is responsible for providing the following (as needed) information:

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

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	<u>OK</u>	<u>None</u>
City Administration	<u>OK</u>	<u>None</u>
Engineering Department	<u>OK</u>	<u>Please request traffic control 1 week</u>
Fire Department	<u>OK</u>	<u>Prior to event, call 218-454-3410.</u>
Fire Support/EMS	<u>OK</u>	<u>None</u>
Parks Department	<u>OK</u>	<u>None</u>
Planning Department	<u>OK</u>	<u>None</u>
Police Department	<u>OK</u>	<u>None</u>

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

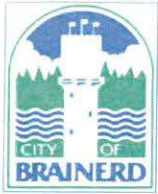


Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Event/Street Closure Application - Jaycees Street Fest

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event/street closure application for the annual Jaycees Street Fest, to be held on 7/26/2019 - 7/27/2019 from 6:00 pm on 7/26 to 12:00 am on 7/27.	
Alternatives, Options, Effects on Others/Comments: This event is very similar to years past. The applicant has worked with the Mills family to utilize their parking area at the northeast corner of Front Street and S 6th Street. On Friday, there will be a chicken wings competition, games, and music, and on Saturday, there is the ribfest, games, activities, and music. The Jaycees typically work with BPU on power drops and water access, Blakeman for restrooms, and Waste Partners for garbage. The applicant usually hand out flyers the week before the event notifying businesses of the activities, and are requesting to close Front Street between S 6th Street and S 7th Street, along with a few parking spaces from S 7th to S 8th Street for a motorcycle rally. The applicant has already been working with the Police Department for staffing during the event.	
Recommended Action/Motion: Staff recommends approval of this application under the conditions that requests for traffic control be made one week prior to the event, and that the applicant coordinate police staffing with Deputy Police Chief Bestul for the event.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 5/2/19

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event: ☐ Event – City Parking Lot ☐ Event – City Park
☒ Event with Street Closure ☐ Other _____

Name of event: STREET FEST

Organizer Information

Organizer's Name: BRAINERD JAYCEES
Organizer's Address: PO BOX 384
Event Contact Person: ANDY KHALETZKO
Event Contact Daytime Phone: 320-333-6045
Event Contact E-mail Address: brdstreetfest@gmail.com
Contact Name/Number Day of Event: ANDY 320-333-6045
For Profit/Nonprofit Status (type): NON-PROFIT

Applicant information (if different from the event organizer):

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
7/26/19	6:00pm	12:00am	FRONT STREET - MILLS LOT
7/27/19	8:00am	12:00am	FRONT STREET - MILLS LOT

Event locations (all dimensions are parking lot usable space estimates):

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

FRIDAY - WINGS COMPETITION, GAMES, MUSIC

SATURDAY - RIBFEST, GAMES, ACTIVITIES MUSIC

Site Information

Electrical usage

☒ Yes

☐ No

Describe the type of equipment to be used and how you intent to supply the power:

POWER DROPS BY BRAINERD JAYCEES

Amplified Sound

☒ Yes

☐ No

Describe any recording and sound amplification equipment to be used in your event along with the times:

PRO SOUND EQUIPMENT BY SILENT PARTNER PRODUCTION
FRIDAY & SATURDAY

Restrooms provided

☒ Yes

☐ No

If yes, how many 30+ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: BLACKEMAN

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☒ Yes

☐ No

Describe the signs, banners, posters, flyers and the locations:

SMALL BANNERS, FLYERS ON EVENT CORNERS/PERIMETER

Trash Receptacle Disposal

☒ Yes

☐ No

Company contracted for trash receptacle disposal: WASTE PARTNERS

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure
(e.g. South 7th Street between Maple Street and Front Street):

FRONT STREET BETWEEN 6TH STREET + 7TH STREET
W/ PORTION BETWEEN 7TH + 8TH

Date and time for beginning of street closures: FRIDAY JULY 26TH @ 1:00PM

Date and time for reopening of streets: SUNDAY JULY 28TH @ 12:00AM

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

SIDEWALKS WILL REMAIN OPEN.

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

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

The Event Planner is responsible for providing the following (as needed) information:

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

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	<u>OK</u>	<u>Applicant to coordinate water needs w/ BPU</u>
City Administration	<u>OK</u>	<u>None</u>
Engineering Department	<u>OK</u>	<u>Please request traffic control 1-week</u>
Fire Department	<u>OK</u>	<u>Prior to event. Call 218-454-240 3410</u>
Fire Support/EMS	<u>OK</u>	<u>None</u>
Parks Department	<u>OK</u>	<u>None</u>
Planning Department	<u>OK</u>	<u>None</u>
Police Department	<u>OK</u>	<u>Continue to coordinate w/ Deputy Chief</u> <u>Bestul on police staffing and</u> <u>reimbursement for event.</u>

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

REVISIONS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota

11360 BUSINESS 371
BRAINERD MN 56401
PHONE 218-829-8529
FAX 218-829-5383
hytecconstruction.com
lic #BC-20050648



2019 STREETFEST LAYOUT

PRELIMINARY SITE CONCEPT

PROJECT #

DATE:

5.2.19

SHEET:

A1.1





Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Event/Street Closure Application - Brainerd Pride Picnic

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application for the Brainerd Pride Picnic, to be held on June 8, 2019 from 1:00 pm to 6:00 pm at The Shop located at 723 Washington Street.	
Alternatives, Options, Effects on Others/Comments: The event consists of vendors with booths where visitors can see informational booths, get a bite to eat, socialize, and stay for raffle drawings. There will be amplification of sound for the event along with some musicians playing music for the event. The event is contained within The Shops parking lot, so no request for street closure has been made.	
Recommended Action/Motion: Staff recommends approval of this event, under the conditions that the applicant request any need for traffic control one week prior to the event.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 5/6/19

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event: ☐ Event – City Parking Lot ☐ Event – City Park
☐ Event with Street Closure ☐ Other Private parking lot

Name of event: Brainerd Pride Picnic

Organizer Information

Organizer's Name: Cindy Moore
Organizer's Address: 723 Washington Street
Event Contact Person: Cindy Moore
Event Contact Daytime Phone: 218 454 0009
Event Contact E-mail Address: cindy@theshopbrainerd.org
Contact Name/Number Day of Event: Taylor Crowell
For Profit/Nonprofit Status (type): Non Profit

Applicant information (if different from the event organizer):

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/8/19	1pm	6pm	Other: 723 Washington Street

Event locations (all dimensions are parking lot usable space estimates):

- City Hall Parking Lot (130’ x 146’)
- Laurel Street Parking Lot (92’ x 120’)
- Front Street Parking Lot (66’ x 125’)
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Welcome and registration station indoors at 723 Washington Street.

20 x 20 canopy in the parking lot in case of inclement weather with podium, prize table, speakers and microphones.

Vendors for information have tables, chairs, and may provide their own pop up 10x10 canopy.

Participants arrive, register, visit vendor information booths, have a bite to eat, socialize, and stay for the drawings.

Site Information

Electrical usage

☒

Yes

☐

No

Describe the type of equipment to be used and how you intent to supply the power:

Speakers and microphones. We will use the electricity from TheShop at 723 Washington Street

Amplified Sound

☐

Yes

☐

No

Describe any recording and sound amplification equipment to be used in your event along with the times:

Speakers and microphones for an MC. Vendors have 5 minute opportunity to tell the participants about their organizations. Spotify music play list on going as permitted.

3 musicians (Jazz Saxophone, Singer Songwriter, and Drummer) will perform under the canopy at approximately 2:30, 3:30 and 4:30.

Restrooms provided

☐

Yes

☒

No

If yes, how many 2 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: TheShop at 723 Washington St (The Organizer)

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☐

Yes

☐

No

Describe the signs, banners, posters, flyers and the locations:

Posters on the building both front and sides of TheShop. Vendors will be responsible for their own marketing.

Personal flags will be displayed throughout the parking lot as weather permits.

Trash Receptacle Disposal

☐

Yes

☐

No

Company contracted for trash receptacle disposal: We will use Waste Partners account from TheShop

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Signature of Applicant

Cindy Moore

Print Name

Contacts, Permits, and Fees Checklist

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

The Event Planner is responsible for providing the following (as needed) information:

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

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	<u>OK</u>	<u>N/A</u>
City Administration	<u>OK</u>	<u>N/A</u>
Engineering Department	<u>OK</u>	<u>Requests for traffic Control should</u>
Fire Department	<u>OK</u>	<u>be made 1 week prior to event</u>
Fire Support/EMS	<u>OK</u>	<u>None</u>
Parks Department	<u>OK</u>	<u>None</u>
Planning Department	<u>OK</u>	<u>None</u>
Police Department	<u>OK</u>	<u>None</u>

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):



Brainerd City Council Agenda Request

Requested Meeting Date: May 20 , 2019

Title of Item: Event/Street Closure Application - Sober Squad Presents: A Walk 4 Hope

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application for the annual Walk 4 Hope to be held on June 8, 2019 from 11:00 am to 2:00 pm.	
Alternatives, Options, Effects on Others/Comments: The event consists of meeting at Lum Park at 10:30 am and a YMCA bike fleet activity for kids 3rd grade and up. The event also consists of a walk using facilities on Lum Park Road, Washington Street, 13th Avenue NE, K Street, L Street, 11th Avenue NE, and back to Lum Park. There will be some amplification of sound at the park and lunch will be provided. There will also be a keynote speaker and a raffle held at Lum Park.	
Recommended Action/Motion: Staff recommends approval of this application upon the conditions that temporary signs along the route are removed after the event and that the applicant work with the Police Department for the requested escort for the walk through NE 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 <u>Please Explain:</u>	



SPECIAL EVENT APPLICATION

Date of Application: 5/09/2019

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event: ☐ Event – City Parking Lot ☒ Event – City Park
☒ Event with Street Closure ☐ Other _____

Name of event: Sober Squad Presents: A Walk 4 Hope

Organizer Information

Organizer's Name: Brainerd Sober Squad
Organizer's Address: 14953 Wonderland Park Rd #1478 Brainerd, MN 56401
Event Contact Person: Tashya Swenson
Event Contact Daytime Phone: 218-316-9446
Event Contact E-mail Address: tashyapierre10@gmail.com
Contact Name/Number Day of Event: Tashya Swenson 218-316-9446 June 8th
For Profit/Nonprofit Status (type): Nonprofit

Applicant information (if different from the event organizer):

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
June 8th, 2019	11:00am	2:00pm	Start at Lum Park (see route attachment)

Event locations (all dimensions are parking lot usable space estimates):

- City Hall Parking Lot (130’ x 146’)
- Laurel Street Parking Lot (92’ x 120’)
- Front Street Parking Lot (66’ x 125’)
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Meet and greet at Lum at 10:30. YMCA bike fleet for kids 3rd grade and up.

Start walk at 11, stop at Garfield Park for quick prayer. End at Lum Park.

Eat lunch. YMCA activities Keynote speaker. Raffle drawings. Close up at 2.

Site Information

Electrical usage

☒

Yes

☐

No

Describe the type of equipment to be used and how you intent to supply the power:

Large speakers, DJ equipment. Will provide a generator and use provided electrical openings at the park

Amplified Sound

☒

Yes

☐

No

Describe any recording and sound amplification equipment to be used in your event along with the times:

DJ equipment. 10:30am-2pm.

Restrooms provided

☐

Yes

☒

No

If yes, how many _____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

Describe the signs, banners, posters, flyers and the locations:

Signs posted along the walk provided by Bridges Of Hope to help guide the walkers along the walk

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

Highway 210, 13th Ave NE, K ST. NE, 12TH AVE NE, 11TH AVE. NE

Date and time for beginning of street closures: June 8th, 2019 11:00am

Date and time for reopening of streets: Until walk has finished. Roughly 12:15pm

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

We will preserve pedestrian flow by walking along sidewalks provided.

We will also have a police escort to help guide us and block roads along route

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

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Signature of Applicant

Tashya Swenson

Print Name

Contacts, Permits, and Fees Checklist

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

The Event Planner is responsible for providing the following (as needed) information:

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

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	<u>OK</u>	<u>None</u>
City Administration	<u>OK</u>	<u>None</u>
Engineering Department	<u>OK</u>	<u>None</u>
Fire Department	<u>OK</u>	<u>None</u>
Fire Support/EMS	<u>OK</u>	<u>None</u>
Parks Department	<u>OK</u>	<u>Approval for use of park has been made</u>
Planning Department	<u>OK</u>	<u>and pavilion reserved.</u>
Police Department	<u>OK</u>	<u>Temporary signs along route will be</u>
		<u>allowed, as long as they are removed same</u>
		<u>day.</u>
		<u>Applicant has been in contact</u>
		<u>w/ PD staff for escort at</u>
		<u>event</u>

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

DRAWING FOR PRIZES • YMCA-SUPERVISED KID ACTIVITIES • FREE LUNCH



Free T-Shirt
FOR THE FIRST
200 WALKERS!



Saturday, June 8th • 11a.m.-2p.m.

LUM PARK IN BRAINERD

FREE SOBER SQUAD T-SHIRTS

For the first 200 walkers beginning at 10:30a.m.

SIGN A PLEDGE TO BE CLEAN & SOBER

CREATE YOUR OWN POSTER OF HOPE

FREE LUNCH SERVED

"A STORY OF HOPE"

Presented by Crystal McCormick

YMCA BIKE FLEET & OBSTACLE COURSE

Kids are encouraged to bring their bikes, helmets are required.

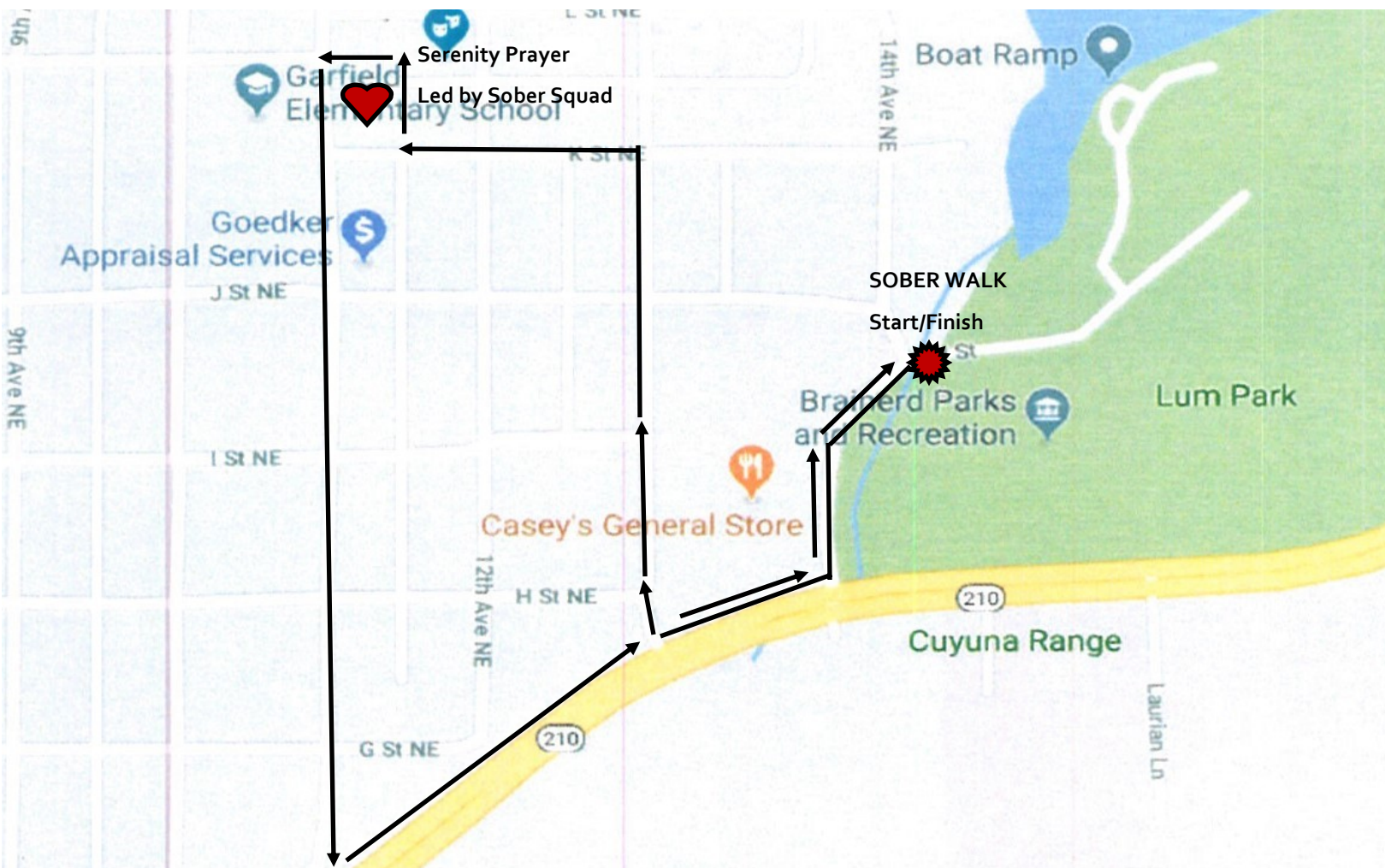
FREE YMCA-SUPERVISED ACTIVITIES

For kids in 3rd grade and up.



Est. 2002





10:30 am: T-shirt pickup, Sober Walk poster making, YMCA childcare area check-in for 3rd grade and older [bring your bike, YMCA bike fleet also available, bike obstacle course, helmets required and available, activity table]

11:00 am: Welcome

11:15 am: Sober Walk starts followed by lunch, activities and program featuring Crystal McCormick with "A Story of Hope"

1:45 pm: Door prize drawings including gas & grocery cards, gifts and certificates

2:00: Closing remarks

SOBER WALK ROUTE

JUNE 8, 2019



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Downtown Landscaping Contract

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 2 minutes
Summary of Issue: The City annually contracts for landscaping services for downtown. The City reached out to over 2 dozen companies for bids. Only Northwoods Landscaping responded. Northwoods has been awarded the contract for the last few years. Northwoods' bid is for \$12,180. The entire cost of this service is assessed to the downtown businesses based upon linear feet of store frontage.	
Alternatives, Options, Effects on Others/Comments: Expected services include: - Landscaping of urns - Spring cleanup/pruning/trimming/fertilizing - Planting beds and streetscaping - General clean up of paver services - Weed control of parking lots, tree grates, sidewalks, and curbs - Biweekly blowing of the sidewalks	
Recommended Action/Motion: Motion to accept the bid of \$12,180 from Northwoods Landscaping for downtown landscaping services.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ 12,180 <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>	

Northwoods Landscaping

Keystone
Paving Stone
Bobcat Work
Planting & Design
Sod

Al Praska
13348 3 Mile Rd.
Brainerd, MN. 56401
218-829-6551

Proposal

Date: 5/14/19

TO: City of Brainerd Planning Dept.
501 Laurel St
Brainerd, MN. 56401
Fax 828-2316 - office 828-2309

RECEIVED

MAY 14 2019

CITY OF BRAINERD
ADMINISTRATION

Description:	
Maintenance of Downtown Brainerd	
May- October	
Total Due:	\$12,180.00

Make check payable to:

Al Praska
Northwoods Landscaping
13348 3 Mile Rd.
Brainerd. MN. 56401

Quote Breakdown

Business Name: Northwoods Landscaping

Date: 5/14/19

Landscape Urns

Use new annual soil.

Brand and number of times using slow release fertilizer mirical grow all summer

Brand and number of times using weed preventive granules hand weed.

Spring Clean Up/Pruning/Trimming/Fertilizing

Trees - Number of times per year pruning/trimming as needed. Fertilizing twice

Shrubs - Number of times per year pruning/trimming as needed. Fertilizing twice.

Planting Beds/Streetscape

Number of times per month doing weed control/deadheading:

May twice a week, June - August twice a week, September/October twice a week

Number of times fertilizing perennials per year 2.

Paver Surfaces/General Clean Up

Number of times per month checking for garbage, accumulation of cigarette butts, etc. every other day

Parking Lots

Brand and number of times fertilizing shrubs per year mirical grow twice

Weed Control/Parking Lots, Tree Grates, Sidewalk and Curb Cracks

Brand and number of times using planter bed weed preventative Pull weeds when needed

Brand and number of times using herbicide Round up as needed

Other

Number of times sidewalks are blown clean twice a week



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Improvements 15-12 and 16-10 Final Pay Estimates

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request are the final pay estimates for Improvements 15-12 and 16-10, which were the improvements in NW Brainerd and on the S 6th Street East Frontage Road performed in 2017 by Anderson Brothers Construction of Brainerd.	
Alternatives, Options, Effects on Others/Comments: In 2018, we were waiting on a few repair items such as grass growing and a loop detector at the intersection of S 6th Street and Industrial Park Road that was damaged during construction. The final pay estimates are attached to this request. Neither project had any change orders, however, there were a few overruns in quantities during the project construction that reflect a slight increase in the final contract amount. Improvement 16-10 final contract amount for construction is \$480,329.77, with an original contract amount of \$465,373.77. This represents an increase of approximately 3.21% over original contract cost, and can be justified through the increases in project limits on a few areas in the project, thus an increase in removals, gravel, bituminous, and other incidental items. Improvement 15-12 has a final contract amount of \$318,219.33. The original contract amount was \$307,729.75. This represents an increase of approximately 3.41% over original contract costs. This increase was due to a few more removals and replacements of bituminous on the project to match driveways at a reasonable slope. Both of these cost increases were justified and warranted during construction as for most projects, we see an increase or decrease of contract amounts of around 5%. This is considered within the deviation we typically see with estimated quantities for construction.	
Recommended Action/Motion: Staff recommends approval of both the attached pay applications and making final payment to Anderson Brothers Construction in the combined amount of \$798,549.10.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$40,173.27</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> This closes out the contract with Anderson Brothers for this work. Total combined contract amount of \$798,549.10.	

CITY OF BRAINERD ENGINEERING

501 Laurel Street
Brainerd, MN 56401

Project 15-12 - S 6TH STREET EAST FRONTAGE ROAD

Final Pay Request No. 7

Contractor: Anderson Brothers Construction 11325 State Hwy 210 Brainerd, MN 56401

Contract No.	2017-2
Vendor No.	N/A
For Period:	5/30/2018 - 4/30/2019
Warrant # _____	Date _____

Contract Amounts

Original Contract	\$307,729.75
Contract Changes	\$0.00
Revised Contract	\$307,729.75

Work Certified To Date

Base Bid Items	\$318,219.33
Backsheet	\$0.00
Change Order	\$0.00
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$318,219.33

Funds Encumbered

Original	\$307,729.75
Additional	N/A
Total	\$307,729.75

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
15-12	\$0.00	\$318,219.33	\$0.00	\$302,308.36	\$15,910.97	\$318,219.33
Percent Retained: 0.0000%						
Amount Paid This Final Pay Request					\$15,910.97	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed,
that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed
in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By Sandy, Paul G
74f0fde5f803440ead2acfd7b3afb9a5
6031966c8bdd180faa67fac7fe3c5f95

County/City/Project Engineer
05/01/2019

Approved By
Bertram, Maria
cd3e715775a30a03936a3c5a509af349
0258b0c6474ea10e7382342626451faf

Contractor

CITY OF BRAINERD ENGINEERING

501 Laurel Street

Brainerd, MN 56401

Project 15-12 - S 6TH STREET EAST FRONTAGE ROAD

Final Pay Request No. 7

Contractor: Anderson Brothers Construction
11325 State Hwy 210
Brainerd, MN 56401

Contract No. 2017-2
Vendor No. N/A
For Period: 5/30/2018 - 4/30/2019
Warrant # _____ Date _____

Date

05/01/2019

Date

CITY OF BRAINERD ENGINEERING

501 Laurel Street

Brainerd, MN 56401

Project No. 15-12

Final Pay Request No. 7

15-12 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/11/2017	08/25/2017	\$81,008.20	\$4,050.41	\$76,957.79
2	08/26/2017	09/22/2017	\$74,321.83	\$3,716.09	\$70,605.74
3	09/23/2017	10/27/2017	\$90,153.85	\$4,507.69	\$85,646.16
4	10/28/2017	11/16/2017	\$39,900.20	\$1,995.01	\$37,905.19
5	11/17/2017	01/08/2018	\$1,326.60	\$66.33	\$1,260.27
6	01/09/2018	05/29/2018	\$31,508.65	\$1,575.44	\$29,933.21
7	05/30/2018	04/30/2019	\$0.00	(\$15,910.97)	\$15,910.97
Totals:			\$318,219.33	\$0.00	\$318,219.33

15-12 Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
UNF	318,219.33	0.00	302,308.36	15,910.97	318,219.33
Totals:	\$318,219.33	\$0.00	\$302,308.36	\$15,910.97	\$318,219.33

15-12 Funding Source Report

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
UNF	Unfunded	15,910.97	307,729.75	307,729.75	318,219.33
Totals:		\$15,910.97	\$307,729.75	\$307,729.75	\$318,219.33

CITY OF BRAINERD ENGINEERING

501 Laurel Street

Brainerd, MN 56401

Project No. 15-12

Final Pay Request No. 7

15-12 Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
EAST FRONTAGE ROAD									
1	2021.501	MOBILIZATION	LS	\$8,285.00	1	0	\$0.00	1	\$8,285.00
2	2101.501	CLEARING	ACRE	\$8,290.00	0.06	0	\$0.00	0.06	\$497.40
3	2101.506	GRUBBING	ACRE	\$8,290.00	0.06	0	\$0.00	0.06	\$497.40
4	2104.501	REMOVE SEWER PIPE (STORM)	L F	\$7.75	180	0	\$0.00	178	\$1,379.50
5	2104.501	REMOVE CURB & GUTTER	L F	\$2.20	1649	0	\$0.00	1857	\$4,085.40
6	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	\$1.55	8253	0	\$0.00	8628	\$13,373.40
7	2104.509	REMOVE CASTING	EACH	\$110.55	1	0	\$0.00	1	\$110.55
8	2104.509	REMOVE DRAINAGE STRUCTURE	EACH	\$331.65	2	0	\$0.00	2	\$663.30
9	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$2.35	825	0	\$0.00	1025	\$2,408.75
10	2104.604	SALVAGE LANDSCAPE ROCK	S Y	\$16.60	143	0	\$0.00	32	\$531.20
11	2105.501	COMMON EXCAVATION (P)	C Y	\$10.50	2384	0	\$0.00	2384	\$25,032.00
12	2105.541	STABILIZING AGGREGATE	C Y	\$5.50	100	0	\$0.00	0	\$0.00
13	2105.604	GEOTEXTILE FABRIC TYPE I	S Y	\$2.20	252	0	\$0.00	108	\$237.60
14	2130.501	WATER	MGAL	\$55.30	25	0	\$0.00	0	\$0.00
15	2211.501	AGGREGATE BASE CLASS 5	TON	\$13.45	1499	0	\$0.00	1444	\$19,421.80
16	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2;C)	TON	\$47.50	867	0	\$0.00	1094	\$51,965.00
17	2501.515	15" RC PIPE APRON	EACH	\$500.00	1	0	\$0.00	1	\$500.00
18	2503.541	12" RC PIPE SEWER DES 3006 CL III	L F	\$39.80	351	0	\$0.00	351	\$13,969.80
19	2503.541	15" RC PIPE SEWER DES 3006 CL III	L F	\$47.55	263	0	\$0.00	263	\$12,505.65
20	2503.541	18" RC PIPE SEWER DES 3006 CL III	L F	\$70.75	8	0	\$0.00	8	\$566.00
21	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$845.70	1	0	\$0.00	1	\$845.70
22	2504.602	ADJUST GATE VALVE & BOX	EACH	\$250.00	4	0	\$0.00	5	\$1,250.00

CITY OF BRAINERD ENGINEERING

501 Laurel Street
 Brainerd, MN 56401
 Project No. 15-12
 Final Pay Request No. 7

15-12 Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
23	2506.501	CONST DRAINAGE STRUCTURE DESIGN G OR H	L F	\$2,685.00	2	0	\$0.00	2	\$5,370.00
24	2506.502	CONST DRAINAGE STRUCTURE DESIGN F	EACH	\$2,800.00	1	0	\$0.00	1	\$2,800.00
25	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	\$3,235.00	7	0	\$0.00	7	\$22,645.00
26	2506.516	CASTING ASSEMBLY	EACH	\$945.20	1	0	\$0.00	1	\$945.20
27	2506.602	CASTING SEAL	EACH	\$200.00	3	0	\$0.00	5	\$1,000.00
28	2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F	\$17.25	4031	0	\$0.00	4237	\$73,088.25
29	2531.604	8" CONCRETE VALLEY GUTTER	S Y	\$78.35	16	0	\$0.00	22	\$1,723.70
30	2540.604	INSTALL LANDSCAPE ROCK	S Y	\$16.60	252	0	\$0.00	32	\$531.20
31	2563.601	TRAFFIC CONTROL	LS	\$2,765.00	1	0	\$0.00	1	\$2,765.00
32	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$138.20	16	0	\$0.00	7	\$967.40
33	2573.533	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$5.55	400	0	\$0.00	375	\$2,081.25
34	2573.535	STABILIZED CONSTRUCTION EXIT	LS	\$1,105.50	1	0	\$0.00	1	\$1,105.50
35	2573.550	EROSION CONTROL SUPERVISOR	LS	\$552.75	1	0	\$0.00	1	\$552.75
36	2574.525	COMMON TOPSOIL BORROW (LV)	C Y	\$28.75	943	0	\$0.00	1130.6	\$32,504.75
37	2575.523	EROSION CONTROL BLANKETS CATEGORY 3P	S Y	\$3.35	42	0	\$0.00	42	\$140.70
38	2575.555	TURF ESTABLISHMENT	LS	\$9,628.85	1	0	\$0.00	1	\$9,628.85
39	2575.571	RAPID STABILIZATION METHOD 3	MGAL	\$221.10	10	0	\$0.00	6.8	\$1,503.48
40	2575.607	LANDSCAPE ROCK	C Y	\$67.35	30	0	\$0.00	11	\$740.85
Totals For EAST FRONTAGE ROAD:							\$0.00		\$318,219.33
Project Totals:							\$0.00		\$318,219.33

CITY OF BRAINERD ENGINEERING

501 Laurel Street
Brainerd, MN 56401
Project 16-10 - NW BRAINERD RESURFACING
Final Pay Request No. 4

Contractor: Anderson Brothers Construction 11325 State Hwy 210 Brainerd, MN 56401

Contract No. 2017-2 Vendor No. N/A For Period: 10/28/2017 - 4/30/2019 Warrant # _____ Date _____

Contract Amounts

Original Contract	\$465,373.35
Contract Changes	\$0.00
Revised Contract	\$465,373.35

Work Certified To Date

Base Bid Items	\$480,329.77
Backsheet	\$0.00
Change Order	\$0.00
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$480,329.77

Funds Encumbered

Original	\$465,373.35
Additional	N/A
Total	\$465,373.35

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
16-10	\$258.75	\$480,329.77	\$0.00	\$456,067.47	\$24,262.30	\$480,329.77
Percent Retained: 0.0000%						
Amount Paid This Final Pay Request					\$24,262.30	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed,
that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed
in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By Sandy, Paul G
 051732f52f166670974ebb3bbfc4c17f
 23cfab5ab8b20269acb3af72e8350eec

 County/City/Project Engineer
 05/01/2019

Approved By
 Bertram, Maria
 b5888086459570b72295d193e0a07d8c
 b015c0cb0ae5996e59c9826b42b6a17e

 Contractor

CITY OF BRAINERD ENGINEERING

501 Laurel Street
Brainerd, MN 56401
Project 16-10 - NW BRAINERD RESURFACING
Final Pay Request No. 4

Contractor:	Anderson Brothers Construction 11325 State Hwy 210 Brainerd, MN 56401
-------------	---

Date

Contract No.	2017-2
Vendor No.	N/A
For Period:	10/28/2017 - 4/30/2019
Warrant #	_____ Date _____

05/01/2019

Date

CITY OF BRAINERD ENGINEERING

501 Laurel Street

Brainerd, MN 56401

Project No. 16-10

Final Pay Request No. 4

16-10 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/11/2017	08/25/2017	\$43,261.36	\$2,163.07	\$41,098.29
2	08/26/2017	09/22/2017	\$131,635.07	\$6,581.75	\$125,053.32
3	09/23/2017	10/27/2017	\$305,174.59	\$15,258.73	\$289,915.86
4	10/28/2017	04/30/2019	\$258.75	(\$24,003.55)	\$24,262.30
Totals:			\$480,329.77	\$0.00	\$480,329.77

16-10 Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
000	480,329.76	0.00	456,067.46	24,262.30	480,329.76
Totals:	\$480,329.76	\$0.00	\$456,067.46	\$24,262.30	\$480,329.76

16-10 Funding Source Report

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
401-41610-5530	Local-City of Brainerd	24,262.30	465,373.35	465,373.35	480,329.76
Totals:		\$24,262.30	\$465,373.35	\$465,373.35	\$480,329.76

CITY OF BRAINERD ENGINEERING

501 Laurel Street

Brainerd, MN 56401

Project No. 16-10

Final Pay Request No. 4

16-10 Project Item Status

[illegible]

CITY OF BRAINERD ENGINEERING

501 Laurel Street

Brainerd, MN 56401

Project No. 16-10

Final Pay Request No. 4

16-10 Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
23	2531.507	7" CONCRETE DRIVEWAY PAVEMENT	S Y	\$63.00	57	0	\$0.00	81	\$5,103.00
24	2531.604	8" CONCRETE VALLEY GUTTER	S Y	\$78.35	111	0	\$0.00	89	\$6,973.15
35	2540.604	INSTALL LANDSCAPE ROCK	S Y	\$27.65	47	0	\$0.00	47	\$1,299.55
25	2563.601	TRAFFIC CONTROL	LS	\$4,422.00	1	0	\$0.00	1	\$4,422.00
26	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$138.20	27	0	\$0.00	27	\$3,731.40
27	2573.533	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$5.55	150	0	\$0.00	0	\$0.00
28	2573.535	STABILIZED CONSTRUCTION EXIT	LS	\$2,211.00	1	0	\$0.00	1	\$2,211.00
29	2573.550	EROSION CONTROL SUPERVISOR	LS	\$552.75	1	0	\$0.00	1	\$552.75
30	2574.525	COMMON TOPSOIL BORROW (LV)	C Y	\$28.75	226	9	\$258.75	150	\$4,312.50
31	2575.523	EROSION CONTROL BLANKETS CATEGORY 3P	S Y	\$3.35	250	0	\$0.00	0	\$0.00
32	2575.555	TURF ESTABLISHMENT	LS	\$1,835.15	1	0	\$0.00	1	\$1,835.15
33	2575.571	RAPID STABILIZATION METHOD 3	MGAL	\$221.10	2.5	0	\$0.00	0	\$0.00
34	2575.607	LANDSCAPE ROCK	C Y	\$250.00	6	0	\$0.00	6	\$1,500.00
Totals For NW BRAINERD RESURFACING:							\$258.75		\$480,329.77
Project Totals:							\$258.75		\$480,329.77



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Imps 17-06, 17-07, and 18-05 Request to Use Professional Services

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Staff has been considering and analyzing workload for the 2019 construction season, and would like the committee and council to consider utilizing professional services for the construction administration on Improvements 17-06, 17-07, and 18-05, which include the reconstruction of H Street from Mill Avenue to 13th Avenue NE, 10th Avenue NE from Washington Street to J Street, and sidewalk construction of H Street and 1st Avenue NE near Lowell School.	
Alternatives, Options, Effects on Others/Comments: We have two people available for construction administration within the department, along with the assistant engineer occasionally being out in the field to cover for our engineering technicians on days off, or if workload becomes too substantial. We also have an intern we can utilize in certain situations they feel comfortable with. Currently planned for 2019 construction (or on-going currently), we have a sanitary sewer improvement project in SE Brainerd that is anticipated to go through July, College Drive and S 4th Street (anticipated to start after the 4th of July and finish sometime in August), Buffalo Hills Lane (start date in July and scheduled to go through October), the Safe Routes to School project being administered by SEH in NE Brainerd, and the improvements we are discussing right now on H Street and 10th Avenue NE in NE Brainerd. We also have scheduled maintenance projects of crack sealing, seal coating, large patches, and striping that we administer in house. With the maintenance projects, College Drive and S 4th Street, the sanitary sewer project in SE Brainerd, and Buffalo Hills Lane/Mississippi Drive, we anticipate that we are going to have a hard time administering the H Street and 10th Avenue NE project in house. SEH is already on contract to administer the Garfield Safe Routes to School project in NE Brainerd. These two projects were designed concurrently and will be, more or less, constructed together although with two different contracts and contractors. Staff feel at this point in time, it may be beneficial to consider allowing SEH to administer the City designed projects on H Street and 10th Avenue NE along with administering the Garfield Safe Routes to School project on behalf of the City. This will allow them to more easily coordinate the two separate contracts which consist of federal, state aid, and local money. I have attached a proposal for these services to have SEH administer these construction projects on behalf of the City, so that engineering staff may concentrate their focus on the numerous other projects planned. During the design phase, we have expended \$49,000 on engineering to get the improvement plans out to bid and the contracts awarded. SEH's professional services contract for construction administration totals \$110,779. We usually anticipate our engineering costs to be around 15% of construction costs for these types of construction projects. The total contract amount for these contracts is \$1,017,349.38, of which 15% is \$152,602.40. With our current engineering expenses and SEH's construction administration proposal, the total estimated engineering costs sum approximately \$160,000, or about 15.7% of the construction costs. It is important to note that SEH's fees are based on hourly rates of work actually performed, and may be less or more than the proposal indicates. If more, staff will return to the council with an addendum to the SEH contract with an estimate of how many more hours, as we have in the past. In staff's judgment, SEH makes the most sense to use in this circumstance from an internal staffing standpoint, and seeing as they are already under contract for the Garfield Safe Routes to School engineering and construction administration. This will make coordination of the projects seamless.	
Recommended Action/Motion: Staff recommends authorizing the contract with SEH in the anticipated amount of \$110,779 for the construction administration and observation on Improvements 17-06, 17-07, and 18-05.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$110,779</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> See above. Costs associated with sidewalk construction and reconstruction on H Street are reimbursable through the City's State Aid account. Engineering costs associated with 10th Avenue NE and 1st Avenue NE are locally funded.	



Building a Better World
for All of Us®

May 14, 2019

RE: City of Brainerd, Minnesota
2019 H St & 10th Ave NE Recon and NE 1st Ave Sidewalk
Construction Engineering Professional Services
SEH No. P-BRDMN 149877 14.00

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

Dear Paul:

Thank you for the opportunity to provide professional services to the City of Brainerd (City) for the construction of 2019 H St Reconstruction, NE 10th Ave Reconstruction, and 1st Ave NE Sidewalk Improvements project.

SEH has been working with the City over the last 2 years on the overlapping 2019 Garfield Safe Routes To School project which is entering the construction phase. The City has requested a proposal and scope of work to perform construction administration and observation, and staking for this street reconstruction and sidewalk construction project in Brainerd, Minnesota.

PROJECT UNDERSTANDING

The City is planning to reconstruct approximately 10 blocks of street and storm sewer, replace approximately 25 residential water service, construct approximately 360 LF of water main, and construct 3 blocks of sidewalk in NE Brainerd; and is seeking engineering services to monitor and document these construction activities. The specific construction scope is based on the street, storm sewer, utility, and sidewalk construction project scope identified in the construction plans prepared by City of Brainerd Engineering staff for City Improvement Nos. 17-06, 17-07, and 18-05 - H Street Reconstruction, NE 10th Avenue Reconstruction, & NE 1st Avenue Sidewalk - SAP 108-119-006. The construction plans were developed following Minnesota Department of Transportation Municipal State Aid Standards. The City recently awarded the low construction bid of \$1,017,349.38. Construction is planned to commence by early June and be completed within 13 weeks.

SCOPE OF WORK

Task 1: Construction Phase Services:

SEH will provide Project Management, Construction Administration, Construction Observation (RPR), and Construction Staking services for the project under the oversight of a SEH project manager as follows:

Subtask 1.1: Project Management and Administration

- Perform general day-to-day project management and administration. Includes project accounting, invoicing, and record keeping.
- Ongoing coordination, communication, and scheduling – internal and external.
- Coordination meetings with City Staff – up to one (1) meeting.
- Project status reports, newsletters – up to two (2).

Subtask 1.2: Construction Administration Services

- Conduct pre-construction conference at City Hall in conjunction with the Garfield SRTS project.
- Prepare for the Client up to two project newsletters for Client's distribution to residents.
- Review Contractor shop drawing submittals.
- Make periodic site visits by Engineer or his designee to observe the progress and quality of the executed work of the Contractor(s) and to determine, in general, if such work is proceeding in accordance with the Contract Documents (up to 20 site visits estimated).
- Assist Client prepare and review Contractor applications for payment (three payment applications estimated).
- Assist Client in reviewing Contractor Prevailing Wage Reports.
- Prepare project completion punch list at Substantial Completion.
- Assist Client prepare MnDOT project close-out submittals.
- Assemble record drawing information based on the Contractor-collected field measurements for Client implementation.

Subtask 1.3: Resident Project Representative (RPR) Services

- Provide full-time construction observation during active construction by a Resident Project Representative (combination Lead Technician, Technician, Graduate Engineer and Intern) for construction (650 hours included in budget).

Subtask 1.4: Construction Staking Services

- Provide one set of right of way line stakes.
- Mark removals (surfaces and fences).
- Provide one set of subgrade cut/fill offset stakes on 50-foot intervals.
- Provide one set of finished subgrade blue tops on 50-foot intervals.
- Provide one set of finished aggregate base blue tops on 50-foot intervals.
- Provide one set of concrete curb and gutter - 25-foot intervals.
- Provide one set of storm sewer offset stakes - 25-foot intervals.
- Provide one set of water main stakes - 50 foot intervals.
- Provide one set of sidewalk stakes - 25 foot intervals.
- Provide one set of valley gutter stakes - 25 foot intervals.
- Mark striping once.

Deliverables: Agendas and meeting minutes/notes, copies of all pertinent project correspondence and documentation, record drawing redlines.

Additional Services:

The following services from Consultant are not included in this proposal but, if required, can be provided to the Client:

- Environmental Services.
- Assistance with Chapter 429 Special Assessment process.
- Construction Administration and RPR services beyond the hours assumed above.

Assumptions:

The following assumptions were made in preparing this proposal:

- Client will contract directly with and pay for geotechnical services construction materials testing.
- Client will provide Consultant with any studies, reports, plans, plats, easements, electronic CAD files, or other data that may be of assistance.
- Construction administration, staking, and RPR services have been budgeted assuming the construction contract duration does not exceed 60 Working Days (RPR budget based on up to 10 hours per day).

We will also furnish such Additional Services as you may request or as required.

Your budgetary limitations for construction of the Project should be provided to us in writing at an early date. We will endeavor to work within those limitations. Where appropriate, if the estimated cost exceeds the budget, we will either request an adjustment in the budget or suggest a revision in the extent or quality of the Project to assist in bringing construction cost back within the budget.

SCHEDULE

Our team is ready to begin work upon authorization of the contract. Below we have summarized the major project milestones with dates based on assumptions of the City's proposed schedule for the project.

Notice to proceed from City..... May 20, 2019
Preconstruction Conference..... Week of May 20, 2019
Construction (assumed up to 13 weeks - 60 Working Days)..... June through August 2019

COMPENSATION

SEH proposes to complete all the services listed in this scope of work on an hourly basis. Compensation will be based on the hourly cost of personnel plus reimbursable expenses, including reproductions, mileage and equipment. The following is a summary of our estimated fees for the scope of services for each task:

Work Task	Estimated Fee
Task 1 – Construction Phase Services	\$100,106.00
Reimbursable Expenses	\$10,673.00
Total Fee	\$110,779.00

Thank you again for the opportunity to propose on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Scott Hedlund, PE, PMP
Senior Project Manager
(Lic. MN, LA)

sh/mrb



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Resolution - Parking Restrictions Related to SAP 108-136-004

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is a resolution as it relates to parking restrictions on Improvement 16-09 (SAP 108-136-004).	
Alternatives, Options, Effects on Others/Comments: This resolution is more of a formality, and basically declares the City's intent on posting the whole street reconstruction project on Buffalo Hills Lane from Greenwood Street to the dead end as no parking. This is required for State Aid approval, and was most recently done on Jackson Street in 2017, when it was reconstructed.	
Recommended Action/Motion: Staff recommends adoption of the attached resolution.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

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

PARKING RESTRICTIONS RELATED TO SAP 108-136-004
BUFFALO HILLS LANE – FROM GREENWOOD STREET TO DEAD END

WHEREAS, THIS RESOLUTION was passed on the 20th day of May 2019, by the City of Brainerd in Crow Wing County, Minnesota. The Municipal corporation shall hereinafter be called the "City"; and

WHEREAS, the City has planned the improvement of Buffalo Hills Lane, State Aid Route No. 136 from Greenwood Street to the dead end in the City of Brainerd, Minnesota; and

WHEREAS, the City will be expending Municipal State Street Aid Fund on the improvements of this Street; and

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions.

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

That the City shall ban parking of motor vehicles on Buffalo Hills Lane from Greenwood Street to the dead end at all times.

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



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Opportunities for Stormwater Retrofit Analysis

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 10 Minutes
Summary of Issue: Staff has recently been in conversation with folks from WSN, HRGreen, and the Mississippi Headwaters Board about the potential for Brainerd to get a city-wide stormwater retrofit study performed.	
Alternatives, Options, Effects on Others/Comments: Staff would like to generate some discussion on the attached proposal. HRGreen performed the original stormwater retrofit analysis for the Little Buffalo Creek watershed and pipeshed, which in turn, the City was able to competitively compete for grants related to the installation of rain gardens around Little Buffalo Creek. Staff finds great benefit to these types of analyses, as it helps with MS4 requirements and implementation, gives us innovative ideas for future stormwater CIP planning, and can be integrated into a potential future Hydrology and Hydraulic model for the City. The City was one of the first cities to have one of these studies done in a smaller water/pipe shed, and has paved the way for many of the other cities to our north to get these city-wide analyses done. The Little Buffalo Creek project was a huge success, and these studies help my staff to identify future successful projects and where the most critical areas of stormwater treatment are in the City. There is a good possibility of receiving some funding from the Mississippi Headwater Board and SWCD Technical Service Area 8 to help fund this study for the City. While staff doesn't necessarily need a decision on funding commitment tonight from the committee and council, we would like to generate some general discussion on the council's willingness to pursue this type of study, and allow staff to secure funding from MHB and SWCD TS-8, and potentially program the remaining amount needed into the 2020 budget. If the Council is comfortable allowing staff to expend funds this year for this project, it is possible to get the study done in 2019. If not, we can potentially use the funding appropriated from these two sources for getting a good start on the project, and continue to work through the budgeting process so that the study may be completed in 2020. Staff from MHB and WSN will be available at the meeting to also discuss things more if there are more questions from the Council that I cannot answer. Please read through the attached proposal to help understand the benefits these models and analyses could be to the City.	
Recommended Action/Motion: General discussion/direction.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$35,000-\$50,000</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> Amount of City commitment would depend upon funding levels from MHB and SWCD TS-8	



▷ 2550 University Avenue West | Suite 400N | St. Paul, MN 55114
Main 651.644.4389 + Fax 651.644.9446

▷ HRGREEN.COM

15 May, 2019

Paul Sandy, City Engineer
City of Brainerd
Engineering
501 Laurel Street
Brainerd, MN 56401

Re: Engineering Services for Stormwater Retrofit Analysis (190652)

Dear Mr. Sandy,

I am very pleased to present you this letter proposal outlining a scope and budget related to a city-wide stormwater retrofit analysis, as discussed on May 5, 2019. Such an analysis leads to competitive Clean Water Fund grant applications for implementation of prioritized projects. Our discussion provided background information of stormwater retrofit analyses in the north-central region of Minnesota as related to its history, what is typically involved in the analysis, our experience and Mississippi Headwaters Board's (MHB) local driving influence. The meeting was attended by myself, Lorin Hatch (Wideth Smith Nolting; WSN) and Tim Terrill (MHB). This letter provides a summary of that discussion followed by a proposed scope of services and an associated cost range for your consideration.

May 5th, 2019 Meeting Summary

Minnesota leads the nation in water quality management. We are the first state to pass legislation dedicating funds to protect and restore water resources (Clean Water, Land and Legacy Amendment); one of the first to develop a State program (One Watershed, One Plan) for developing comprehensive watershed plans; were, and continue to be, instrumental in the development of green infrastructure practice design; and were the site of the development of the industry's standard urban water quality models.

Following the example of south-central Minnesota, Crow Wing Soil and Water Conservation District (SWCD) worked with Brainerd to become the first City in north-central Minnesota to perform a targeted, prioritized and measurable implementation plan (Little Buffalo Creek) – a process now commonly referred to as a stormwater retrofit analysis. This study was completed by myself and supported by the SWCD. Since that study, Brainerd has further teamed with the SWCD to successfully implement several of the many recommended alternatives in Little Buffalo Creek's subwatershed via grants from the Clean Water Fund (a pool of money from the Clean Water, Land and Legacy). The results of Brainerd's work are evident not only at each site where water quality have been installed, but also within the Creek itself.

Brainerd paved the way for adoption of the stormwater retrofit analysis process for the City of Baxter and the MHB. After Little Buffalo Creek, I worked with Baxter and Crow Wing SWCD to perform a similar analysis for Whiskey Creek, where the City now has plans for implementation of a major outfall project for 2020. Shortly after Baxter, MHB teamed with me to develop ten additional studies for the remaining cities adjacent to Mississippi River. After completion of these, I worked with MHB and local SWCD's for the Cities of Grand Rapids, Bemidji and Coleraine to either develop expanded, city-wide retrofit analyses or feasibility studies and designs for specific projects. Brainerd's early interest and success has led to a paradigm shift for water quality management in North-central Minnesota. These studies provided a context in which cities could identify where pollution prevention practices could be placed, how effective they could be at removing phosphorus and total suspended solids, and what costs are associated with these practices. Through this regional effort, all of these cities are now able to

identify and make decisions to help meet their MS4 goals, which lead to receiving grants to help fund and implement the recommended Best Management Practices. The MHB was instrumental in leveraging funding and coordinating multiple partners to develop a model for this regional approach to stormwater treatment. The MHB has recently expressed interest in working with the city of Brainerd to locate funding sources to implement a similar stormwater analysis so that future implementation grants could be attained. Similarly, the SWCD has also expressed interest in financial assistance through their Technical Service Area 8 (TSA-8) fund for this proposed scope of work.

Brainerd now has the opportunity to expand its water quality planning to areas within its municipal boundary outside of Little Buffalo Creek using trusted strategic partnerships and proven expertise in stormwater retrofit analysis. There are still viable opportunities to explore in Little Buffalo Creek and very likely many similar opportunities in pipesheds in the remaining portions of the City. Though TSA-8 and the MHB 2019 budgets are largely spoken for, both have remaining unallocated funds that can be requested to support the effort. One viable option for the City is to apply for these remaining 2019 funds for an initial phase of work, while City CIP planning can budget for a second phase in 2020. The early stages of work focus on data acquisition, where City staff can be leveraged for not only provision of City data, but also for any targeted, critical spot surveys.

There are many advantages to performing a City-wide stormwater retrofit analysis:

- Informs MS4-NPDES implementation and reporting
- Informs CIP planning
- Targeted, prioritized and measurable implementation plan
- Objective, defensible implementation
- Informs and strengthens stormwater program
- Data-driven
- Highest level of accuracy
- Provides conceptual design elements to inform future designs
- Can be integrated into a Complete Streets planning effort/program
- Can be integrated into 2D H and H modeling for drainage alternatives considering Grey/Green infrastructure
- Powerful, highly competitive grant writing foundation
- Funding may be available to offset City cost of effort

Proposed Scope of Services

The following Scope of Services is presented as a general outline of activities associated with the proposed stormwater retrofit analysis. Final scope, schedule, associated fees and work plan may be modified during Task 1, below. HR Green proposes to sub-contract the services of WSN to assist with the analysis to provide costs savings given their local office location (Baxter). We see a partnership with WSN as adding extra value to the City. WSN is recognized in the Brainerd Lakes Area as a business leader, having received the inaugural Business Excellence Award in 2012 from the Brainerd Lakes Chamber of Commerce. Their employees are woven into the fabric of the community through their involvement in professional, charitable, and social organizations, as well as providing leadership in development and revitalization efforts such as Destination Downtown, Brainerd Restoration, and the River to Rail initiative. Their work in Brainerd includes the comprehensive City of Brainerd Facility Study, ISD 181 Referendum and District-wide Improvements, Historic Crow Wing County Courthouse and Historic Jail, the Last Turn Saloon expansion, Sage on Laurel, Downtown Laurel Street Reconstruction, Brainerd Industrial Center facility and infrastructure improvements, Northern Pacific Center, Brainerd Airport Utility Extension, Bridge Safety Inspections, and several engineering and land survey projects. Lorin Hatch, WSN, has worked with Shawn Tracy on similar projects in the past and adds project-related value to the team. Similarly, we expect that the City will

partner with both the MHB and SWCD on this proposed work to help meet conservation goals and to help procure funding.

1. STORMWATER RETROFIT ANALYSIS

1.1. Project Management

Scope

- Management of team partners, scope, schedule, fee and finances.
- Coordination with Paul Sandy, City Engineer.
- Coordination with TSA-8/SWCD and MHB.

Roles

- HR Green – Project Management.
- MHB – Regional Guidance and Meeting Coordination.

1.2. Task 1

Description of Services: Issues Analysis and Goals Development

Scope

- Meeting 1: Facilitation of a 3-hour Kickoff meeting to develop work plan, issues identification, project goals, alternative ranking criteria development, refined budget.
- Meeting preparation.
- Minutes preparation and submittal.

Assumptions

- All scoped items, above, are completed within the allotted time.
- Travel and meeting time included in fee.
- Paul Sandy, City Engineer, will be in attendance.

Roles

- HR Green – Meeting facilitation, agenda setting, meeting facilitation, minutes.
- WSN – Support.
- MHB – Regional Guidance and Meeting Coordination.
- City – Attendance of meeting by Paul Sandy and any needed support staff.

1.3. Task 2

Description of Services: Desktop Assessment

Scope

- Data acquisition and assembly.
- Piped delineation and characterization.
- Existing conditions water quality model.
- Initial retrofit screening.

Assumptions

- Soils and water table data will rely on NRCS soils data and input from the City and SWCD.
- Known cultural historic and environmental sites will be provided to HR Green though no additional investigation will be performed. Cultural and environmental phase 1 investigations for specific alternative retrofit locations may be included in proposed work, if desired, to assist in feasibility assessment following discussions of scope and associated fees.
- As-built surveys of existing stormwater ponds or other best management practices will provide

sufficient detail for modeling purposes. The amount of existing ponds and best management practices included in modeling will affect final fee. If data gaps or quality prove insufficient, either assumed dimensions and hydraulic controls will be adopted, or the City will provide new survey data.

Roles

- HR Green – Principle investigator.
- WSN – Support.
- City – Data provider.

1.4. Task 3

Description of Services: Field Assessment

Scope

- Field verification of base data and modeling assumptions.
- Field verification of initial retrofit screening.
- Identification of physically-feasible retrofit locations.
- Selection of retrofit alternatives.
- Identification of survey needs, if any.

Assumptions

- Access to public lands granted and physically accessible.
- Access to private property outside of Right-of-Way, if needed, is coordinated by City.
- City crews will be available to collect specific survey data, if needed, and provide quality-controlled data in a timely manner.
- Known utility locations will be identified by the City.
- Design-locates of utilities within alternative retrofit locations will be considered on a case-by case basis and coordinated with, and obtained by, the City.
- Travel and preparation time included in fee.

Roles

- HR Green – Principle investigator.
- WSN – Support.
- City – Site access, data provider, survey.

1.5. Task 4

Description of Services: Alternatives Analysis

Scope

- Alternatives water quality model.
- Opinion of probable costs for alternatives.
- Coordination with City on assumed costs and levels of maintenance for alternatives.
- 30-year present-day value estimates for alternatives.
- Ranking of alternatives.
- Meeting 2: Two-hour draft results meeting with City.

Assumptions

- Alternatives ranking criteria supplementing modeling and cost estimation (e.g., additional ecological, social and economic benefits) will be a rapid, qualitative process. More detailed analysis of multifunctional values may be preferred and inform a revised scope and budget.

- Meeting 2 will be completed within the allotted time.
- Paul Sandy, City Engineer, will be in attendance.
- Travel and preparation time included in fee.

Roles

- HR Green – Principle investigator, agenda setting, meeting facilitation, minutes.
- WSN – Support.
- MHB – Regional Guidance and Meeting Coordination.
- City – Site access, data provider, survey.

1.6. Task 5

Description of Services: Report

Scope

- Draft report.
- Final report.
- Meeting 3: Report presentation to City Council.
- PowerPoint presentation.
- Provision of paper copies of report for meeting 3.

Assumptions

- One round of City draft report comment and response.
- Paul Sandy, City Engineer, will be in attendance.
- Travel and preparation time included in fee.

Roles

- HR Green – Principle author, agenda setting, meeting facilitation, minutes.
- WSN – Writing support and exhibit development.
- MHB – Regional Guidance and Meeting Coordination.
- City – Site access, data provider, survey.

1.7. Deliverables

- Meeting 1 minutes.
- Meeting 2 minutes.
- Analysis report, PDF format.
- Meeting 3 PowerPoint presentation.
- Associated GIS and data files, electronic format.

Estimated Budget

Budget associated with the above scope of services is highly dependent on the level of detail needed to inform CIP planning needs, the amount and quality of existing data, how much new data is collected and how much staff time the City can provide as a valued team member. Little Buffalo Creek, one subwatershed of Brainerd, for example, was moderately-high in detail, required the use of two models (one urban, one rural) and required approximately \$20,000 of effort. In most cases, greater investment moves most projects from the assessment level to project feasibility. In the case of alternatives requiring a greater level of engineering, a higher level of feasibility assessment may be required under a separate contract. Therefore, HR Green and WSN will work with the City of Brainerd in scoping and budgeting to find the optimal level of detail balanced with budget.



Paul Sandy, City Engineer, Brainerd
5/15/2019

The above scoped items are expected to range from \$35,000 - \$50,000, again, depending on the level of detail the City desires from the modeling and report. Potential contributions through partnerships with TSA-8 and MHB may cover a significant portion of this budget.

On behalf of HR Green and WSN, I thank you for the opportunity to present this proposal. We are all very excited to potentially work with you to add the value that a stormwater retrofit analysis can bring to the City of Brainerd.

Sincerely,

HR GREEN, INC.

A handwritten signature in black ink, appearing to read 'Shawn Tracy', with a stylized flourish at the end.

Shawn Tracy

Lead Scientist, HR Green



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Children's Museum - Library Option 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 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: At the regular City Council meeting on May 6th, Mr. John Erickson came forward during the public forum period of the meeting to express his concerns with the City's proposal to suggest the Brainerd Public Library as a potential site for the Region 5 Children's Museum. Per Council request, this item has been placed on the agenda for further discussion.	
Alternatives, Options, Effects on Others/Comments: On Wednesday, May 15, the City of Brainerd was informed that the Region 5 Children's Museum Board of Directors had selected 5 sites for further consideration. The Brainerd Public Library was not one of these sites. Nonetheless, the Community Development Director met with the Brainerd Public Library Branch Manager and chair of the Library Board's Building and Grounds Committee. While the Library is no longer in consideration as a potential site for the Children's Museum, discussion included apologies for how the proposal was handled and that the Library was not involved and how the City and the Library can work together into the future to serve the residents of Brainerd. The Library has been invited to attend the City Council meeting on May 20th, and the Branch Manager has also been offered the opportunity to speak to Council regarding the Library, its operations, and its future at any time.	
Recommended Action/Motion: Direction to staff how to move forward as we work to build a working relationship between the City and the Brainerd Public Library.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i>	



City of Brainerd Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for PLANNING Date: 05/13/19

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 FOLEY First CHRISTOPHER M.I. R

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 proud of my Norm Brainerd home, look forward to serving the community & have some knowledge of the general subject matter. Personally, I am also looking to learn more about the entire process and gain public speaking experience.

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

I am a licensed land surveyor who is familiar with many of the agenda items relating to land use.

*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:

Although I have not yet had a client go in front of the Brainerd Planning Commission as part of a project, it could potentially happen.

Please list any additional comments:

I am not an expert at anything but would certainly give a just & fair interpretation to the items at hand. I would look forward to familiarizing myself with the Comprehensive Plan & Ordinances and applying them in a case by case basis. I am hoping to learn a lot at first and contribute to the best of my ability

Christopher R. Foley 05/13/19
(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



Brainerd City Council Agenda Request

Requested Meeting Date: May 20, 2019

Title of Item: Community Member of the Month

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): Collin Mieras, Planning Intern	Estimated Time Needed: 5 minutes
Summary of Issue: At the request of Councilmember Badeaux, Community Development staff have produced a proposal for a Community Member of the Month program. The purpose of this program is to recognize members of the community who are truly exceptional in making Brainerd a fantastic place to work, stay, and play. Nominations for Community Member of the Month will be made by members of the Brainerd community, reviewed and recommended by staff, and approved by Council.	
Alternatives, Options, Effects on Others/Comments: Please see attached document for further information regarding the proposed Community Member of the Month program.	
Recommended Action/Motion: Direction from Council whether to proceed with the development and implementation of the Community Member of the Month Program.	
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: Only cost to this program is staff time to implement and manage.	

Community Member of the Month

The Community Member of the Month is an honor to be bestowed upon a member of the Brainerd community who is an active and enthusiastic member of the community and has shown their dedication to bettering the community. This member of the Brainerd community is someone who has a genuine care and interest in the prosperity of the City of Brainerd and strives to make Brainerd a better community every day.

Voting for Member of the Month

The Brainerd community itself will have the ability to choose a valued community member who they feel deserves the title of Community Member of the Month. The community will nominate a person for Member of the Month utilizing a nomination form that can be accessed via the Community Development Department page on the City website. The nomination form will be a fillable PDF, that the nominator can fill out and email to the Community Development Department or print off and bring in/mail in. The form will include a section for the nominator to list their name, address, and contact information, as well as a section for them to write in their nomination and the nominee's address and contact information. The nomination form will also include a section for the nominator to explain why their nomination is deserving of the title of Community Member of the Month.

The nomination period will be open for a two-week period, after which the Community Development Department will sort through nominations and select which nominee is the most commendable. The Department will then present their recommendation for the nominee of Community Member of the Month to the City Council at the next Council Meeting, and the Council can decide to approve or deny the recommendation of the Community Development Department.

When approved by the Council, the Community Member of the Month will be recognized at the first City Council meeting of the month and will be presented with their award certificate. The voting process for the next month will begin following the presentation of the award.

Advertising

To ensure that the community is aware of the community member of the month program, and to raise support for the program, the Community Development Department will advertise the program and voting process to the public through a variety of avenues. First, the Community Development page on the City website will contain the nomination form. The department will include a flier in the City Newsletter, in public buildings and shops across town, as well as mailing fliers to all citizens in the City of Brainerd. There will be a provided link to the Community Development page to find the recommendation form, as well as information about the vote and contact information for the Department included on the fliers. There will also be social media postings on the City's Facebook page.

Award Example



Flier Example



**BRAINERD COMMUNITY DEVELOPMENT
DEPARTMENT**

COMMUNITY MEMBER OF THE MONTH

Know someone who is an active and enthusiastic member of the community?

Nomination Forms can be found at:
<https://www.ci.brainerd.mn.us/208/Community-Development>

Nominate someone who you feel deserves the title of Community Member of the Month!

The Community Development Department will collect Nomination Forms and make a recommendation to the City Council.

The nominee who is approved by City Council will be honored at the first City Council meeting of the following month.

Contact the Community Development Department at 218-828-2307 with any questions or concerns.



Nomination Form Example



Community Member of the Month Nomination Form

Nominator The following is for the NOMINATOR's contact information

First Name _____

Last Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email _____

Nominee The following is for the NOMINEE's contact information

First Name _____

Last Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email _____

Reason for Nomination
