

CITY COUNCIL AGENDA

Brainerd, Minnesota

July 1, 2019

7:30 P.M.

Brainerd City Hall

Council Chambers

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

2. **Roll Call**

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

___ K. Bevans ___ D. Badeaux ___ 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 June 17, 2019

Documents:

20190617_CC draft.pdf

B. **Approval Of Licenses**

Contractor Licenses - 1 New; 3 - Renewals

Documents:

CONTRACTOR LICENSE REPORT - 2019-07-01.pdf

C. **Department Activity Reports**

1. Fire Chief
2. Parks Director

Documents:

Fire Chief Report.pdf

Parks Director Report.pdf

D. **Memorandum Of Understanding (MOU) For Brainerd Public Utilities**

(BPU) IT Data Analyst Position - Approve And Authorize City Signatures

Documents:

Memorandum of Understanding for BPU IT Data Analyst Position.pdf

- E. Minnesota Lawful Gambling Application For Exempt Permit - Submitted By The Brainerd Fire Department Relief Association For An Event To Be Held December 2, 2019 At The Brainerd Fire Department, 23 Laurel Street, Brainerd - Approval Of**

6. Council Committee Reports

A. Safety And Public Works Committee - 7:00 PM

Documents:

20190701_SPW.pdf

- 1. 912 S 6th Street Petition For Improvement And Assessment**

Documents:

912 S 6th Street Petition for Improvement and Assessment.pdf

- 2. Acquisition Of Tax Forfeited Alley**

Documents:

Acquisition of Tax Forfeited Alley.pdf

- 3. Event/Street Closure Application - Arlington Avenue Block Party**

Documents:

Event and Street Closure Application - Arlington Avenue Block Party.pdf

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

Documents:

2019-07-01_PF.pdf

- 1. Approval Of Bills**
2. River To Rail Economic Incentive Policy

Documents:

River to Rail Economic Incentive Policy.pdf

3. Police Request To Use Drug Forfeiture Funds For Pistol Transition

Documents:

Police Request to Use Drug Forfeiture Funds for Pistol Transition.pdf

4. Performance Culture Calibration

Documents:

Performance Culture Calibration.pdf

5. League Of Minnesota Cities (LMC) Membership Dues For Fiscal Year 2020

Documents:

LMC Dues.pdf

6. Leased Parking Lot Rates

Documents:

Parking Lot Rates .pdf

7. Unfinished Business

A. **Call For Applicants - Informational**

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

Mayor Recommended: (terms to 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)

Mayor Recommended: (terms to expire 09/07 of said year)

Economic Development Authority (EDA) - 1 term (Expire 2020) - 1 term (Expire 2021)

8. New Business

- A. **On-Sale / Sunday Micro Distillery Cocktail Room And Off-Sale Distilled Spirits License - Submitted By Brainerd Distilling Company DbA 5Rocks Distilling Company, 25 Washington Street Northeast, Brainerd - Contingent Upon Police And Fire Department Approval**

Documents:

Brainerd Distilling Company.pdf

9. Planning Commission

- A. **Conditional Use Permit Application - Submitted By Scott And Denise Blood, 1002 Laurel St., Brainerd - To Operate A Daycare**

Documents:

Conditional Use Permit - 1002 Laurel St..pdf

- B. **Variance To Allow Parking On An Unimproved Surface - 1002 Laurel St.**

Documents:

Variance Request 1002 Laurel St.pdf

- C. **Rezoning Application - Proposed Ordinance No. 1497 - An Ordinance To Rezone 215 N 3rd St., Brainerd - From A B-1 (Residential Office) District To An R-2 (Medium Density Residential) District**

- a. Hold First Reading of Ordinance (Voice Vote)
- b. City Administrator Torstenson Recommends to Dispense with the Actual Reading

Documents:

Rezoning Request - 215 N 3rd St.pdf

- D. **Final Reading - Proposed Ordinance No. 1495 - An Ordinance To Rezone Property At 50 Jenny Street From An R-1A (Single-Family Residential) To An I-1 (Light Industrial)**

- a. Hold Final Reading of Ordinance (Voice Vote) - City Administrator Torstenson Recommends to Dispense with Actual Reading
- b. Adopt Ordinance (Roll Call)

Documents:

Final Reading - Proposed Ordinance No. 1495.pdf

- E. **Zoning Code Review Update**

Documents:

Zoning Code Review Update.pdf

10. Community Member Of The Month

11. Public Forum

Time allocated for citizens to bring matters not on the agenda to the

attention of the Council - Time limits may be imposed ~

12. **Staff Reports**

(Verbal: Any Updates since Packet)

13. **Council Member Reports**

14. **Adjourn**

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

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

MISSION

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

Brainerd, MN
June 17, 2019

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

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

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

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

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

A. Approval of the Minutes of the Regular Meeting held on June 3, 2019 and the Council Workshop held on June 10, 2019 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 1 – New; 5 – Renewals

C. Department Activity Reports - Approved

1. City Administrator Report
2. Police Chief
3. Finance Director

D. Hire Crystal Gauthier as Transit Operations Specialist effective July 8, 2019 – Placed on Step 2 of the Transit Operations Specialist Wage Grid (\$23.04 per hour) - Approved

E. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by the Brainerd Jaycees, PO Box 384, Brainerd for an Event to be Held on July 27, 2019 at East River Road, 410 E River Rd., Brainerd - Approved

F. Promotion of Shawn Middagh as Street & Sewer Foreman Effective June 17, 2019 – Placed on Step 4 of Street & Sewer Foreman Wage Grid (\$31.23 per hour) - Approved

G. Second Hand Goods Dealer License Application – Submitted by Stafford Simmons Kaplan dba JAK Antiques & Collectibles to Conduct Business at the Eagles Club 287, 124 Front St., Brainerd - Contingent Upon and Subject To Police and Fire Chief's Approval - Approved

H. Temporary On-Sale Liquor License Application – Submitted by the Brainerd Jaycees for an Event to be Held on July 13 and 14, 2019 at Memorial Park, Brainerd - Approved

I. Temporary On-Sale Liquor License Application – Submitted by the Brainerd Jaycees for an Event to be Held on July 26 and 27, 2019 in Downtown Brainerd on Front Street - Approved

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

Presentations

2018 Audit Presentation

The Chair recognized Ms. Mary Reedy from the City’s accounting firm, CliftonLarsonAllen, who reviewed the City of Brainerd 2018 Audit results along with Finance Director Hillman.

Items discussed:

- BPU Audit Report Results
- BPU Financial Report Results
- City’s Required Communications
- City’s Audit Results
- City’s Financial Results
- Discussion Topic Insights and Observations

Ms. Reedy and Finance Director Hillman answered questions of the Council. The Chair thanked them for the presentation.

Brainerd Lakes Area Economic Development Corporation (BLAEDC) Presentation

The Chair recognized Mr. Tyler Glynn, economic development officer for Brainerd Lakes Area Economic Development Corporation (BLAEDC), who gave a brief update of the economic developments taking place. He stated the Brainerd Community Profile page and major employer analytics have been updated on the BLAEDC website. He said BLAEDC has recently completed a project for Junior Achievement Company Program and the Brainerd High School. He announced Sheila Haverkamp, executive director of BLAEDC recently returned from a trip to New York to participate in the Intelligent Communities Conference. He indicated BLAEDC is working with Brainerd on a new marketing strategy as to how to move forward on the unique properties in Brainerd. He thanked the Council for the opportunity to present.

Council Committee Reports

Personnel and Finance Committee Report

Approval of Bills & Transfer of Funds - Approved

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

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

IUOE Local No. 49 (Street Dept) Union – Memorandum of Agreement for Health Care Savings Plan Contribution for 2019-2020 Contract - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO APPROVE THE MOA BETWEEN THE CITY OF BRAINERD AND THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 49 (STREET DEPARTMENT) CLARIFYING THAT ONLY THE SICK LEAVE PORTION OF AN EMPLOYEE'S SEVERANCE PAYMENT WILL BE CONTRIBUTED TO THE HCSP; FURTHER, TO AUTHORIZE SIGNATURES OF CITY OFFICIALS ON THE MOA.

Street & Sewer Maintenance I Position – Request Authorization to Fill Vacancy - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO BEGIN THE HIRING PROCESS FOR THE VACANT STREET & SEWER MAINTENANCE I POSITION.

Committee Chair Hilgart stated the second motion will continue the same process of informing the Council of openings and requesting authorization to fill such positions.

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO CONTINUE TO CONSULT WITH THE COUNCIL PRIOR TO POSTING A POSITION VACANCY.

Southeast Brainerd Grant Subordination Request - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO APPROVE THE SMALL CITIES DEVELOPMENT PROGRAM (SCDP) GRANT SUBORDINATION REQUEST FOR THE OWNER OF 1411 OAK STREET, BRAINERD.

Discussion of Contract for Animal Control Services - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO APPROVE THE ANIMAL CONTROL CONTRACT WITH MICHAEL O'BRIEN OF LAKES AREA WILDLIFE CONTROL (LAWC), EFFECTIVE JUNE 18, 2019 OR COMPLETION OF SIGNATURES ON THE CONTRACT.

Safety and Public Works Committee Report

Improvement 19-06 – 2019 Street Patching – Quote Consideration and Award Recommendation - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE QUOTE FROM ANDERSON BROTHERS CONSTRUCTION OF BRAINERD, LLC IN THE TOTAL QUOTE AMOUNT OF \$9,993 FOR IMPROVEMENT 19-06 – 2019 STREET PATCHING PROJECT.

Committee Chair Bevans indicated these are for the three larger patches located at Thiesse Drive, the intersection of 6th Avenue NE and K Street and the intersection of 7th Avenue NE and F Street.

Resolution – 2019 Capital Transit Bus Purchase – Adopted by Resolution No. 41:19

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION AUTHORIZING THE PURCHASE OF THE 2019 BUDGETED BUS FROM NORTH CENTRAL BUS SALES OF ST. CLOUD AT A TOTAL COST OF \$84,632.

RESOLUTION NO. 41:19

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

Resolution – 2020-2021 State of Minnesota Transit Grant Resolution – Adopted by Resolution No. 42:19

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT THE RESOLUTION AS PROPOSED TO ALLOW PROPER SIGNATURES ON THE GRANT AGREEMENT WITH THE STATE OF MINNESOTA.

Committee Chair Bevans stated this is a two-year agreement, rather than the one-year timeframe in previous agreements.

RESOLUTION NO. 42:19

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

Resolution – Advancing Municipal State Aid Funds FY 2019 – Adopted by Resolution No. 43:19

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION IN WHICH ADVANCES MUNICIPAL STATE AID STREET FUNDS.

Committee Chair Bevans indicated this additional \$850,000 is the amount needed to cover all additional State Aid costs.

RESOLUTION NO. 43:19

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

Resolution – Improvements 16-09 (SAP 108-136-004) and 19-07 – Buffalo Hills Lane and Mississippi Drive Reconstruction – Approving Bids and Authorizing Contract Signatures – Adopted by Resolution No. 44:19

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION IN WHICH ACCEPTS THE BIDS AS PRESENTED AND AUTHORIZES THE MAYOR AND CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH KRAEMER TRUCKING AND EXCAVATING, INC. IN THE TOTAL CONTRACT AMOUNT OF \$1,563,604.

Committee Chair Bevans stated this is approximately 17% above Engineer’s estimate.

RESOLUTION NO. 44:19

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

Event/Street Closure Application – Lil’ Rubber Duckie Race – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT , DULY CARRIED, TO ACCEPT STAFF’S RECOMMENDATION AND APPROVE THE EVENT AND STREET CLOSURE APPLICATION FOR THE LIL RUBBER DUCKIE RACE TO TAKE PLACE ON JULY 27, 2019 UNDER THE CONDITIONS THAT THE APPLICANT COORDINATE THE NEED FOR TRAFFIC CONTROL ONE WEEK PRIOR TO THE EVENT.

Improvements 17-06 (SAP 108-119-006), 17-07 and 18-05 – H Street and 10th Avenue NE Reconstruction Project – Request for Testing Services Proposal - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF’S RECOMMENDATION AND APPROVE THE PROPOSAL FROM BRAUN INTEREC FOR THE COST OF \$34,235.

Street Light Request – 1103 8th Avenue NE - Denied

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO DENY THE REQUEST FOR TURNING THE STREET LIGHT AT 1103 8TH AVENUE NE BACK ON BASED ON DRIVER SAFETY WOULD NOT BE IMPROVED.

City Engineer Sandy indicated Brainerd Public Utilities (BPU) have been removing some of the old-style concrete post streetlights that had been turned off. He asked for direction from Council of how to respond to future requests from residents.

Council Member Bevans stated residents have the right to install an outdoor light on their property if they need additional light. He said Brainerd Public Utilities also offers a security light program.

Council discussion took place.

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

(Added Item) Improvement 17-08 Safe Routes to School (SRTS) Reconsideration of Concrete Bids – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE SECOND LOW BID FROM CONCRETE IDEA, INC. IN THE AMOUNT OF \$1,155,937 BASED ON THE DETERMINATION FROM MNDOT THAT YOUNG EXCAVATING FAILED TO MEET THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS.

Committee Chair Bevans explained the bid is approximately \$121,300 higher than Young Excavating, but MnDOT agreed to contribute \$97,100 more in federal funds and state aid will cover the remaining \$24,282 price increase.

Unfinished Business

Final Reading – Proposed Ordinance No. 1496 – An Ordinance Replacing Section 400 of Chapter IV of the City Code – City Administrator Torstenson Recommends to Dispense with the Actual Reading – Approved

Community Development Director Chanski indicated this is the final reading of proposed Ordinance No. 1496 which would allow the City to conduct all commercial plumbing plan reviews in house due to having a master plumber on staff.

The Chair opened the public hearing 8:29 P.M.

No one came forward.

The Chair closed the public hearing at 8:29 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO HOLD THE FINAL READING OF ORDINANCE NO. 1496 – AN ORDINANCE REPLACING SECTION 400 OF CHAPTER IV OF THE CITY CODE AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT ORDINANCE NO. 1496 – AN ORDINANCE REPLACING SECTION 400 OF CHAPTER IV OF THE CITY CODE.

ORDINANCE NO. 1496

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

Committee Resignations – Accept with Regret

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF DALE PARKS FROM THE ECONOMIC DEVELOPMENT AUTHORITY (EDA).

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)

Community Member of the Month

Mayor Menk awarded Mr. David Meyer as the Community Member of the Month for July 2019. Mr. Meyer was nominated by a Council Member and by a member of the VFW Post 1647 in Brainerd. Mr. Meyer plays an active role in the VFW and the DAV (Disabled American Vets), drives the veterans to medical appointments and volunteers approximately 40 hours a week to the community. Mr. Meyer will be acknowledged at the July 1, 2019 Council Meeting.

Planning Commission

Reconsideration of 50 Jenny Street Rezoning – Approved

The Chair recognized Mr. Scott Magnuson, BPU Superintendent who thanked the Council for the opportunity to explain the rezoning request. He indicated the rezoning will allow steel siding for a new 50' x 46' maintenance garage which is not allowed in a residential district. He stated there are future plans to replace the water tanks at the plant, as the current tanks date back to 1935. He distributed and explained a map of the water plant to the Council and the proposed plans.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BEVANS TO HOLD THE FIRST READING OF ORDINANCE NO. 1495 – AN ORDINANCE TO REZONE PROPERTY AT 50 JENNY STREET FROM AN R-1A SINGLE FAMILY RESIDENTIAL DISTRICT TO AN I-1 LIGHT INDUSTRIAL DISTRICT.

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

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BEVANS, DULY CARRIED, TO DISPENSE WITH THE ACTUAL READING OF ORDINANCE NO. 1495 – AN ORDINANCE TO REZONE PROPERTY AT 50 JENNY STREET FROM AN R-1A SINGLE FAMILY RESIDENTIAL DISTRICT TO AN I-1 LIGHT INDUSTRIAL DISTRICT.

New Business

Facilities Discussion

The Chair welcomed Mr. Mike Angland, architect with Widseth Smith Nolting (WSN) who outlined the five different options for the City Council to consider, and which option to pursue for design. He indicated that options one through five include HVAC controls for Police and Fire, as well as a remodel of the police department and a location study for the fire department. The options for City Hall include 1) new parts for the existing HVAC system 2) completely new HVAC system 3) remodel of street garage and combining park administration at City Hall 4) remodel of City Hall to include efficiency upgrades and 5) remodel of City Hall to include efficiency upgrades and a full remodel of the annex.

Fire Chief Holmes discussed the concerns with the Fire Department building, and it was determined that a fire hall location study is needed as it would define the best and most suitable location for a new fire hall in the future.

Police Chief McQuiston explained the necessary changes that needed to be done at the police station which include an interior remodel and HVAC control upgrades.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO DIRECT STAFF TO PROCEED WITH OPTION #3 PLUS THE ALA-CARTE OPTIONS AS FOLLOWS:

City Hall	Replace existing cooling tower and heat pumps – HVAC Replacement Option #2 Upgrade HVAC controls Repair exterior south stairs Replace fluorescent light fixtures with LED fixtures Replace existing ballasted roof, parapet walls and roof drains Tuckpoint brick, stone and mortar Install new guardrail and interior finished for stair enclosure Upgrade security system Replace windows
Police Dept	Interior Remodel HVAC controls upgrade
Fire Dept	Location study HVAC controls upgrade
Street & Sewer	Interior remodel and exterior addition

Public Forum

The Chair opened the Public Forum at 9:59 p.m.

No one came forward.

The Chair closed the Public Forum at 9:59 p.m.

Staff Reports

None

Council Member Reports

Council Member Lambert indicated she would like a copy of the anonymous surveys that were distributed to the department heads for the City Administrator review. After Council discussion, it was determined these will be provided to the Council after the members have completed their own review.

Mayor Menk stated the downtown Farmers' Market is taking place Tuesday, June 18th from 3:00 – 6:00 p.m.

Council Member Hilgart announced the Northland Arboretum is hosting the Chamber After Hours event on June 25th at 4:30 p.m.

Council Member Badeaux thanked the staff for the work involved with the facility study.

Pursuant to the attorney-client privilege and Minnesota Statutes, section 13D.06, subdivision 3(b), I hereby move to close the meeting for the purpose of receiving confidential legal advice from the City Attorney regarding the pending grievance with the IUOE. It would be detrimental to the interests of the City for the City to hold public discussion with its attorney where an opposing party or an opposing attorney could listen to or be made aware of the City's position and strategy. Therefore, it is in the City's best interest to obtain legal advice in a confidential setting to maintain the attorney-client privilege.

Adjourn – Motion Closing Meeting – 10:13 p.m.

The Council will now enter into closed session pursuant to the attorney-client privilege under M.S. 13D.05, subd. 3(b) to discuss the pending grievance with the IUOE.

The Chair reconvened into open session at 10:21 p.m.

Adjourn

The Chair adjourned the meeting at 10:22 p.m.

Cassandra Torstenson
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
July 1, 2019

(1 New - 3 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
BDH CONSTRUCTION LLC PO BOX 150 STURGEON BAY, WI 54235 19-0199 (new)	(920) 746-4500	GENC	12/31/2019	12/31/2019	
TOPLINE ADVERTISING, INC. 11775 JUSTEN CIRCLE STE A MAPLE GROVE, MN 55369 19-0200	(763) 428-5067	SIGN	4/11/2020	6/1/2020	SB712347
MN QUALITY ENTERPRISES LLC 10718 GREENWOOD STREET BRAINERD, MN 56401 19-0201	(218) 829-4664	CROO	5/19/2020	12/31/2019	
BOSER CONSTRUCTION, INC. 7135 5TH AVENUE NE SAUK RAPIDS, MN 56379 19-0202	(320) 393-3185	GENC	5/25/2020	12/31/2019	

Brainerd Fire Department

To: Mayor and City Council
From: Tim Holmes, Brainerd Fire Chief
Date: June 27, 2019
Re: June 2019 Activity Report



In June, seven firefighters participated in the Million Meter Row at CrossFit Grow. The event focused on bringing attention to mental health and depression. This year our firefighters rowed just over 50,000 meters and donated \$725 to the event. Money raised this year benefit the Smiles for Jake organization.

Firefighter training in June included: Pump Operations, Search and Rescue, Incident Command and EMS – Stop the Bleed. Members of the Unmanned Aircraft System (UAS) Team participated in an area search exercise with drones in Breezy Point. Chief Holmes, along with staff from the city, North Ambulance and law enforcement conducted an Emergency Operations Center tabletop exercise.

We were honored to provide our ladder flag for the background of the Flag Day celebration at the All Veterans Memorial. Firefighters provided fire safety information at the Home Alone event at Forestview School and participated in the Central Lakes College Touch-a-Truck event, the Mills Honda Family Day event and the Bethlehem Lutheran Community Picnic.

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

Vehicle Fire	2
Outside Storage Fire	1
Vehicle Crash	2
Rescue	1
Gas Leak	2
Assist Other Governmental Agency	1
Unauthorized Burning	3
Mutual Aid	1
Good Intent Call	9
Canceled Enroute	3
Smoke Scare	1
Alarm Activation	1
Carbon Monoxide Alarm	2
Total	29

City of Brainerd Incident Report

Vehicle Fire	2
Outside Storage Fire	1
Vehicle Crash	1
Assist Other Governmental Agency	1
Unauthorized Burning	3
Good Intent Call	5
Canceled Enroute	2
Smoke Scare	1
Alarm Activation	1
Total	17

Parks and Recreation Report

July 2019

Gregory Park warming house

The Gregory Park warming house is scheduled to be razed July 9. Site preparation and construction will begin shortly after with a requested completion date of Oct. 11.



World War II memorial dedication

Approximately 50 people attended the World War II memorial dedication on June 9. The Brainerd VFW and American Legion Color Guards presented arms and fired a 21-gun salute and Taps were played. Speakers included Mayor Ed Menk, Maury Mogensen and the Parks and Recreation Director.

Memorial Park redesign

Staff has requested proposals for preliminary and construction engineering services including project development, preparation plans and specifications, and construction observation/testing for the renovation and new layout of Memorial Park. Proposals are due July 12.

Rotary Park Field of Seeds

On June 26 the Brainerd Rotary Club and Crow Wing Soil and Water Conservation District installed 12,000 pollinator friendly plants as part of Phase III of the Rotary Park Field of Seeds project.



Meadows Park playground

The Meadows Park playground equipment and borders were installed, and wood chips were blown in, during June. The playground was useable beginning June 19.

Around the Parks

- The Petite, Junior and Senior youth softball Mid-Summer Slam took place June 28 at Brainerd High School.
- The 64th annual Bronco League Mid-Summer Classic and the 20th annual Pony League Mid-Summer Classic will be played July 8 at Bane Park. For the second straight year, Brainerd's Bronco League teams will play against Crosby.
- The "This One's For Hop" softball invitational will be played July 13-14 at Memorial and Mill Avenue parks.
- The Brainerd Ski Loons will have its first show of the season at 5 p.m. on July 14.
- The Gopher State Tournament of Champions 15 & Under AAA state baseball tournament will be played July 19-21. Twenty-eight teams are expected with games played at Mills, Adamson, CLC, Forestview and Pierz fields.
- Visit Brainerd provided sunglasses and magnetic refrigerator clips for the welcome bags for each of the players participating in the five state baseball qualifiers and the state tournament.



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: Memorandum of Understanding for BPU's IT Data Analyst 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: HR Coordinator Kris Schubert	Department: Administration/BPU
Presenter (Name & Title): HR Coordinator Kris Schubert	Estimated Time Needed: n/a
Summary of Issue: With recent technology advancements at Brainerd Public Utilities (BPU) including the SCADA system and transitioning to My Meter and Command Center, it has become apparent that BPU needs someone to focus on these systems to improve staff, customer and vendor relations. At its meeting held June 25, 2019, the BPU Commission unanimously approved the attached job description with the wage information noted below for the IT Data Analyst position.	
Alternatives, Options, Effects on Others/Comments: In creating the position, the recommended base wage for 2019 is \$29.50 per hour subject to IBEW (BPU) Union Progression Step "A". Step A requires that the new hire would start at \$25.08 per hour which is 85% of the base wage. The 2020 wage was increased by 3% to correlate with the union contract settlement. Attached is a Memorandum of Understanding (MOU) with the IBEW Union representing the Public Utilities unit to establish the wage for the position. This MOU is subject to review and approval by the union.	
Recommended Action/Motion: Approval of the MOU is included on the consent calendar.	
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>\$25.08 per hour (85%)</u> <i>Is this budgeted?</i> ☒ Yes ☐ No BPU included wages for this position in its 2019 budget. <i>Please Explain:</i>	

Memorandum of Understanding

This Memorandum of Understanding (hereinafter, "MOU") 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 Brainerd Public Utilities bargaining unit.

WHEREAS, the City and Union are parties to a 2019-2020 collective bargaining agreement (hereinafter, "CBA"). Article 12 of the CBA stipulates pay schedules for classifications; and

WHEREAS, the Brainerd Public Utilities Commission (Commission) has identified a need to create an IT Data Analyst position that will focus on technology systems to improve staff, customer and vendor relations.

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

1. To amend Article 12 – Wages of the CBA specifically to include the base wage for the IT Data Analyst classification be included in the 2019-2020 contract as follows:

<u>Classification</u>	<u>1/1/19 Base Hourly Wage</u>	<u>1/1/20 Base Hourly Wage</u>
IT Data Analyst	\$29.50	\$30.39

2. The City and the Union agree that this MOU will not result in the payment of back pay to any employee.
3. The City and the Union acknowledge that this MOU 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.
4. The City and the Union agree that this MOU constitutes the entire agreement between the parties with respect to the payment of wages to the IT Data Analyst. No party has relied upon any oral statements or promises that are not set forth in this document. No changes to this MOU will be valid unless they are in writing and signed by the parties.

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, Business Manager

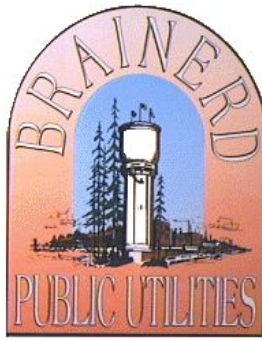
Date

Date

FOR BRAINERD PUBLIC UTILITIES COMMISSION:

Todd Wicklund, BPU Finance Director/Secretary

Date



IT/Data Analyst (DRAFT)

Department: BPU IT/Administration

FLSA Status: Non-Exempt

General Definition of Work

The IT/Data Analyst will strive to constantly monitor mission critical applications in order to identify abnormalities, see events before they happen and, if possible, mitigate them before they become critical. Works to query, analyze, and interpret data from Brainerd Public Utilities (BPU) IT systems, operational/utility system data, customer data and meter data to identify trends or patterns in complex data sets. The IT/Data Analyst will be involved in testing, documentation, building automation, and will provide metrics, reports, and actionable insights to BPU staff. Work is performed under the limited supervision of the BPU Information Technology Supervisor.

Qualification Requirements

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

Essential Functions

Customer Service

- Acts as the single point-of-contact and liaison between BPU staff/customers and vendor applications as well as between multiple IT groups
- Takes ownership of problematic issues and manages until complete and/or engages the appropriate support groups to ensure issues are completed in a timely manner
- Maintains a general understanding of the business and functions being supported to provide relevant solutions

Diagnose, Research & Resolve Support Requests

- Responds to support requests made via telephone, e-mail, and ticketing portal to resolve technical issues
- Performs and monitors operational activities and equipment/systems; identifies, troubleshoots, escalates and/or resolves technical problems
- Performs related tasks as assigned

Monitoring

- Monitors system performance for all mission critical applications to identify trends and gather data
- Identifies recurring and potential problems to escalate situations to senior team members
- Responds to alerts and notifications; opens/manages support tickets
- Sends incident reports to pertinent BPU personnel and IT with updates of all system abnormalities and/or outages

Required Knowledge, Skills and Abilities

- Ability to troubleshoot communication deficiencies between meters, collectors and Head End systems
- Ability to interpret operating, maintenance, technical and procedure manuals
- Ability to deliver high quality and innovative customer service to internal and external meter data users
- Ability to communicate technical information to both technical and non-technical persons
- Ability to work independently on projects and complete them in a timely manner
- Ability to listen and speak effectively; follow oral and written instructions
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers
- Knowledge of relational databases
- Knowledge of the utility industry
- General knowledge of city, state and federal policies, laws and regulations
- Ability to demonstrate competencies such as: strong interpersonal skills, leadership, coaching, and teamwork skills
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU and OSHA safety requirements

Desired Knowledge, Skills and Abilities

- General knowledge of Landis+Gyr Command Center, utility metering, Tyler Technologies' Incode and MyMeter
- General knowledge of municipal utility principles, procedures and techniques
- Ability to effectively identify, investigate, and resolve Command Center/MyMeter system problems and meter data problems

Education and Experience

- Associates degree in Information Technology, Computer Information Systems, Business Information Systems, or an equivalent combination of experience and education
- Experience with statistical analysis and/or process improvement methodologies
- Experience reading/writing SQL statements and batch files
- Training and/or equivalent experience in the areas of utility meter data management systems and meter data analysis is desirable

Special Requirements

- Minnesota driver's license or the ability to obtain within six months of hire

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

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

July 1, 2019
City Council Chambers
7:00 PM

1. 912 S 6th Street Petition for Improvement and Assessment
2. Acquisition of Tax-Forfeited Alley
3. Event/Street Closure Application – Arlington Avenue Block Party



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: 912 S 6th Street Petition for Improvement and Assessment

☐ 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 received a petition from the owner of 912 S 6th Street to have the City finance a replacement of the sewer service serving the property and have it assessed over 10 years to the property tax rolls.	
Alternatives, Options, Effects on Others/Comments: We get a few of these requests a year to do this same type of thing. Typically, it is for replacement of sewer services or repairs made to sidewalks. The petitioner has petitioned for the improvement, signed a waiver of assessment, hearing, and irregularity, and met certain income limits as set by the State of Minnesota. All of the documents that go along with this request can be seen attached. The estimated and quoted cost for the repair is \$3,200. Staff is recommending an interest rate of 3.3% to be charged along with the principal on the assessment. The petitioner meets all the income requirements as defined as low income by the Department of HUD that can be seen attached to this request. Staff has also attached a copy of the petition and waiver of assessment proceedings and appeal so that the Statute 429 process will not have to commence.	
Recommended Action/Motion: Staff recommends approval of the request by the petitioner.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ 3,200 Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u> Costs are anticipated to come from Sanitary Sewer Fund 237, with the collected assessments to be reimbursed into that same fund.	

PETITION FOR LOCAL IMPROVEMENT

Brainerd, Minnesota

June 26, 2019

To the City Council of Brainerd, Minnesota:

We, all owners of real property platted as, hereby petition that the sanitary sewer service be replaced in its entirety from the dwelling located at 912 S 6th Street, Brainerd, MN 56401 to the new sanitary sewer service stub adjacent to the property, pursuant to Minnesota Statute, Sections 429.011 to 429.111 and that the City assess 100% of the cost of said improvement against the property as listed above, pursuant to city policy.

Signature of Owner(s)

Description of Property(s)

Holly Erickson

Lot 7, Block 237 Town of Brainerd and First Addition to Brainerd
912 S 6th Street, Brainerd, MN 56401

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

Cassandra Torstenson
CASSANDRA TORSTENSON
City Administrator

6/26/19
Date

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

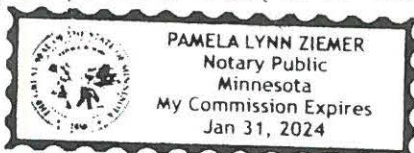
Holly M. Erickson, being duly sworn on oath, deposes and says that he/she is the property owner in regard to the above entitled petition; that he/she has read the foregoing petition which includes the signatures of abutting property owners and knows the contents and signatures thereof; and that the same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

Holly Erickson

Subscribed and sworn to before me

this 26 day of June, 2019

Pamela Ziemer



AGREEMENT OF ASSESSMENT AND WAIVER OF
NOTICE OF HEARING, HEARING, IRREGULARITY AND APPEAL

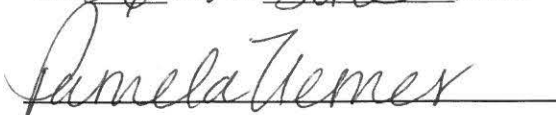
THIS AGREEMENT, is made this 26th day of June, 2019, between the City of Brainerd, State of Minnesota, hereinafter referred to as the City and Holly M. Erickson, the owner of the parcel of property described as Lot 7, Block 237 Town of Brainerd and First Addition to Brainerd, PID #41240613; 912 S 6th Street, Brainerd, MN 56401; hereinafter referred to as the owners.

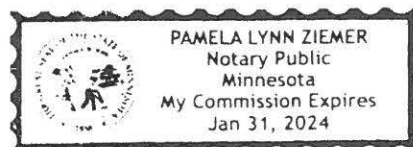
In consideration of the action of the City Council, at the owner's request, to cause the replacement and repair of the sewer service serving the property at 912 S 6th Street, Brainerd, MN 56401 and to assess One Hundred (100%) percent of the actual cost of such project which is three-thousand two-hundred dollars and zero cents (\$3,200.00) to the owner, owner agrees to pay the actual cost, over a period of ten years together with no interest. Owners expressly waive notice of the hearing, a hearing and any objections to any irregularity with regard to the said improvement assessments and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.

Dated this 26 day of June, 2019


Holly M. Erickson

Subscribed and sworn to before me
this 26 day of June, 2019


Notary Public





FY 2019 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2019 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2019 Income Limit Area	Median Family Income	FY 2019 Income Limit Category	Persons in Family							
	Explanation		1	2	3	4	5	6	7	8
Crow Wing County, MN	\$67,300	Very Low (50%) Income Limits (\$) Explanation	25,350	29,000	32,600	36,200	39,100	42,000	44,900	47,800
		Extremely Low Income Limits (\$)* Explanation	15,200	17,400	21,330	25,750	30,170	34,590	39,010	43,430
		Low (80%) Income Limits (\$)	40,550	46,350	52,150	57,900	62,550	67,200	71,800	76,450

Explanation

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2019 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2019 Fair Market Rent documentation system.

For last year's Median Family Income and Income Limits, please see here:

FY2018 Median Family Income and Income Limits for Crow Wing County, MN

Select a different county or county equivalent in Minnesota:

Chisago County	▲
Clay County	■
Clearwater County	
Cook County	
Cottonwood County	▼

Select county or county equivalent

Select any FY2019 HUD Metropolitan FMR Area's Income Limits:

Abilene, TX MSA ▼

Select HMFA Income Limits Area

Or press below to start over and select a different state:

Select a new state

Update URL For bookmarking or E-Mailing

Finanee 6,000
Elderly Father 12,000

PART I: DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS

3-I.A. OVERVIEW

Some eligibility criteria and program rules vary depending upon the composition of the family requesting assistance. In addition, some requirements apply to the family as a whole and others apply to individual persons who will live in the public housing unit. This part provides information that is needed to correctly identify family and household members, and explains HUD's eligibility rules.

3-I.B. FAMILY AND HOUSEHOLD [24 CFR 5.403 and HUD-50058 IB, p. 13, FR Notice 02/03/12]

The terms *family* and *household* have different meanings in the public housing program.

Family

To be eligible for admission, an applicant must qualify as a family. *Family* as defined by HUD, includes but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status, a single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; or a group of persons residing together. Such group includes, but is not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. The PHA has the discretion to determine if any other group of persons qualifies as a family.

Gender Identity means actual or perceived gender characteristics.

Sexual orientation means homosexuality, heterosexuality, or bisexuality.

PHA Policy

A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law, but who either can demonstrate that they have lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family.

Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family's composition changes.

Household

Household is a broader term that includes additional people who, with the PHA's permission, live in a public housing unit, such as live-in aides, foster children, and foster adults.

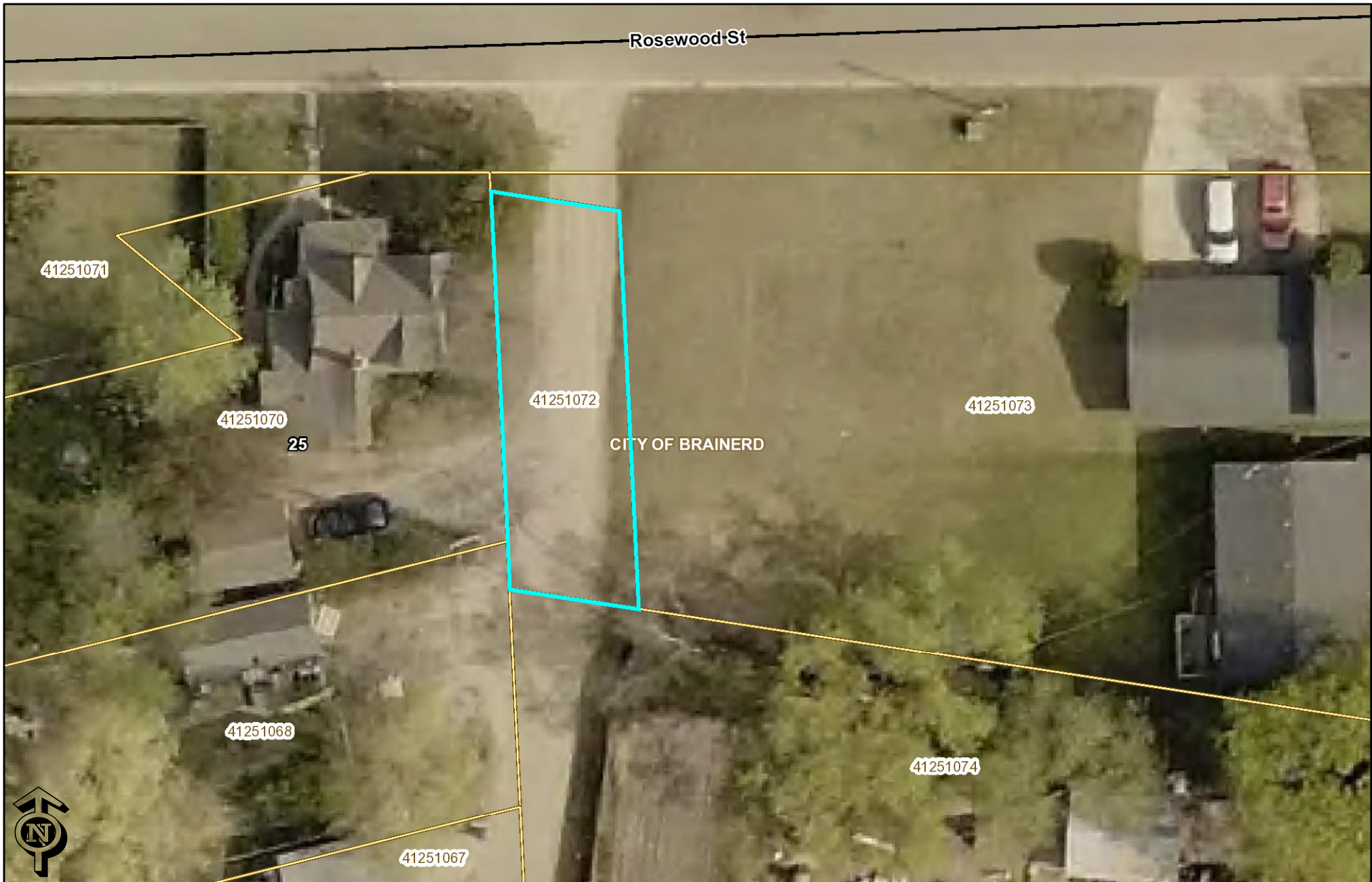


Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: Acquisition of Tax Forfeited Alley

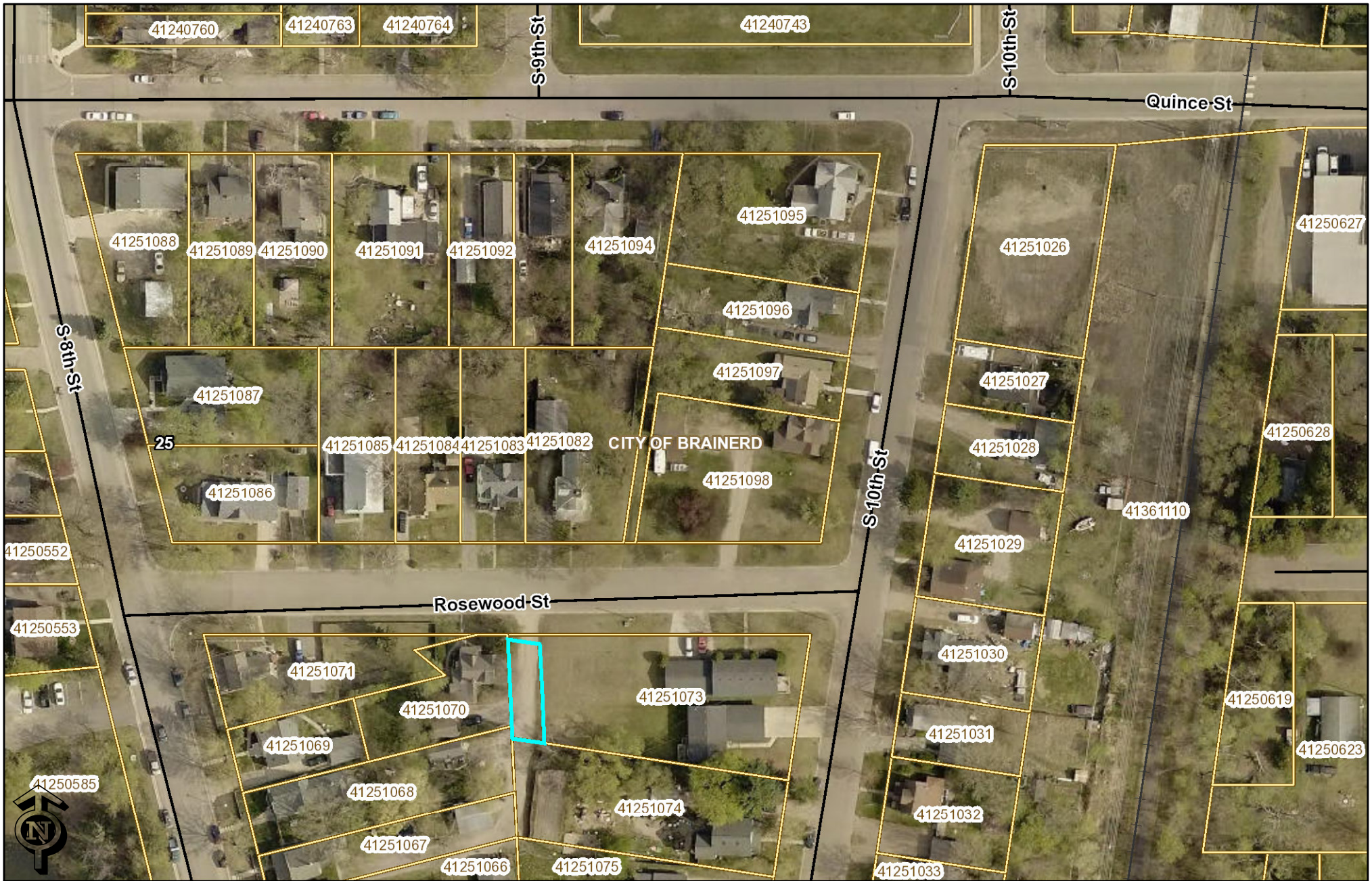
☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: It has been brought to my attention that an alley located on Rosewood Street is listed as tax forfeited. As seen in the attached GIS map, the property directly serves four properties and indirectly serves one other. The City Engineer confirmed that the City does currently maintain the alley. I inquired with Crow Wing County as to the status of the property. I was told that it is available for purchase and could be purchased by anyone. Upon consultation with the City Attorney, he recommended that the property be acquired by the City. The property is listed for a purchase price of \$700. However, as the property will be used as public right-of-way, the City may be able to acquire it at no cost under a use deed.	
Alternatives, Options, Effects on Others/Comments: Crow Wing County has stated that they are willing to sell the property to any potential buyer. If the City does not purchase this property, a private entity could purchase the property and close off access to the 5 properties that use it as a point of access. Therefore, acquisition of this property is in the public's best interest. Information regarding parcel number 41251072 is attached.	
Recommended Action/Motion: Motion to direct staff to initiate the process of acquiring tax forfeited parcel number 41251072 for use as a public alley.	
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> \$ 700.00 <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> There is a potential cost of \$700 if, for some reason, the City were not able to acquire the property through a use deed.	



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

Date: 6/25/2019 Time: 8:40:29 AM





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

Date: 6/25/2019 Time: 8:41:26 AM



Parcel ID: 41251072
TAX FORFEITED

Parcel

Assessment Year:	2019
Pay Year:	2020
Property Address:	0
City:	BRAINERD
State:	MN
Zip:	56401
Multiple Addresses:	No
Legacy Parcel ID:	09117003015Y009
Market NBHD:	09_CRES - BRAINERD- CENTRAL RESIDENTIAL
Class:	960 - 5E TAX FORFEITURE NOT REPORTED
Lake:	
Deeded Acres:	0
Plat:	09117 - CHIPPAWA ADDITION TO THE CITY OF BRAINER
Lot:	015
Block:	003
Section-Twp-Range:	25 - 045 - 031
Tax District:	41100 - 41 - CITY OF BRAINERD
Town/City:	010200 - CITY OF BRAINERD
School District:	020181 - BRAINERD
Fire District:	
Rural Service:	
Watershed:	
Sewer District:	
Hospital:	
HRA:	080110 - BRAINERD HRA
Commissioner District:	3
TIF Project #:	-

Values

Tax Market Value:	0
Estimated Market Value:	700
Ref Market Value:	
TIF Tax Capacity:	0
Tax Capacity:	0
State Tax Capacity:	0
New Construction Value:	0

Parcel Status

In Forfeiture:	No
Escrow Company:	
ACH:	No
Delinquent	No
Homestead	N - Non-Homestead
Relative	

Legal

Plat Name:	
CHIPPAWA ADDITION TO THE CITY OF BRAINER	W. 25 FT OF LOTS 15 THRU 17 INCLUSIVE

Sales

Sale Date	Sale Price	Instr. Type	CRV #	Grantor/Seller	Grantee/Buyer
01/01/1800		OTH			TAX FORFEITED

Sale Details

Instrument Type:	OTHER TYPE OF TRANSFER
Grantor/Seller:	
Grantee/Buyer:	TAX FORFEITED

Instrument/Sale Date: 01/01/1800
 Transfer Date: 01/01/1800
 Recorded Date:
 Improved/Vacant: -
 State Validity Code: -
 Sale Property Use: -
 CRV #:
 Old Document Number:
 Total Sale Price:
 # of Pcls:
 Adjusted Sale Price:

Land Summary

Line	Class	Rec #	Code	Land Description	Square Feet	Acres	Land Type	Value
1		1	HGHOPN	HIGH OPEN/MEADOW/PASTURE	1,742	.04	A - ACREAGE	700
Total:							.04	700

Land

Line: 1
 Class:
 Rec #: 1
 Land Type: A - ACREAGE
 Land Code: HGHOPN
 Square Feet: 1,742
 Acres: .04
 Land Value: 700
 Frontage:
 Depth:
 Influence 1: 05 - zz25% OF BASE RATE
 Influence 2:
 Influence 3:
 Influence 4:

Green Acres/Rural Preserve

Land Program:
 Total Land Program EMV 0
 Tillable Land 0
 Land Program Tillable .00
 Acres .00
 Tillable Acres .00
 Land Program Tillable Acres .00

Values shown effective as of: 24/Jun/2019



Sorry, no sketch available
for this record

Item	Area

Tract #	Description	Lot(s)	Block	Approx. Lot Size	Appraised Land Value	Appraised Value of Buildings (B) & Timber (T)	Remarks	Specials	Starting Bid	Zoning
City of Baxter										
Township 133 & 134, Range 28 & 29										
18-15	Jasperwood East RE CODE: 033270020090009	9	2	165' x 182' (0.69 Acre)	\$22,300.00	\$0.00 (T)		\$11,501.52	\$33,801.52	R-1
20-15	Jasperwood East RE CODE: 033270030020009	2	3	0.54 Acre	\$20,200.00	\$0.00 (T)		\$11,501.52	\$31,701.52	R-1
21-15	Jasperwood East RE CODE: 033270030030009	3	3	0.49 Acre	\$19,100.00	\$0.00 (T)		\$11,501.52	\$30,601.52	R-1
22-15	Jasperwood East RE CODE: 033270030040009	4	3	0.43 Acre	\$17,000.00	\$0.00 (T)		\$11,501.52	\$28,501.52	R-1
23-15	Jasperwood East RE CODE: 033270030050009	5	3	0.38 Acre	\$14,400.00	\$0.00 (T)		\$11,501.52	\$25,901.52	R-1
25-15	Jasperwood East RE CODE: 033270030080009	8	3	0.35 Acre	\$13,300.00	\$0.00	Reduction in value of \$700	\$11,501.52	\$24,801.52	R-1
26-15	Jasperwood East RE CODE: 033270030090009	9	3	0.49 Acre	\$19,100.00	\$0.00 (T)		\$11,501.52	\$30,601.52	R-1
27-15	Jasperwood East RE CODE: 033270040020009	2	4	0.46 Acre	\$18,100.00	\$0.00 (T)		\$11,501.52	\$29,601.52	R-1
03-13	Commerce Region of Baxter RE CODE: 0333400090A0009	Outlot A		2.01 Acres	\$220,200.00	\$0.00 (T)	*commercial	\$181,831.96	\$402,031.96	C-2
28-15	Macdonald Acres RE CODE: 033420020010009	1	2	0.36 Acre	\$15,500.00	\$0.00 (T)		\$9,579.08	\$25,079.08	R-1
30-15	Macdonald Acres RE CODE: 033420030010009	1	3	0.36 Acre	\$15,500.00	\$0.00 (T)		\$9,579.08	\$25,079.08	R-1
03-16	First Addition to Kirkwood RE CODE: 033470010050009	5	1	0.39 Acre	\$15,900.00	\$0.00 (T)		\$22,544.83	\$38,444.83	R-1
33-15	City Center of Baxter RE CODE: 033670030010009	1	3	0.35 Acre	\$14,000.00	\$0.00 (T)		\$11,501.52	\$25,501.52	R-1
34-15	CIC #1069 Phase Three Aspen Ridge Townhomes (common element parcels 036090010110009 & 036090020050009) RE CODE: 036090020010009	1	2	47.50' x 95' (0.10 Acre)	\$7,600.00	\$0.00	Reduction in value of \$900	\$10,291.55	\$17,891.55	R-3
35-15	CIC #1069 Phase Three Aspen Ridge Townhomes (common element parcels 036090010110009 & 036090020050009) RE CODE: 036090020020009	2	2	47.50' x 95' (0.10 Acre)	\$7,600.00	\$0.00	Reduction in value of \$900	\$10,291.55	\$17,891.55	R-3
36-15	CIC #1069 Phase Three Aspen Ridge Townhomes (common element parcels 036090010110009 & 036090020050009) RE CODE: 036090020030009	3	2	47.50' x 95' (0.10 Acre)	\$7,600.00	\$0.00	Reduction in value of \$900	\$18,814.23	\$26,414.23	R-3
37-15	CIC #1069 Phase Three Aspen Ridge Townhomes (common element parcels 036090010110009 & 036090020050009) RE CODE: 036090020040009	4	2	47.50' x 95' (0.10 Acre)	\$7,600.00	\$0.00	Reduction in value of \$900	\$18,814.23	\$26,414.23	R-3
Deeds for the following unplatted parcel(s) 59-15 will contain a restrictive covenant which will prohibit enrollment of the land in a state funded program providing compensation for conservation of marginal land or wetlands.										
Tract #	Description	Sec. - Twp. - Rge.		Approx. Lot Size	Appraised Land Value	Appraised Value of Buildings (B) & Timber (T)	Remarks	Specials	Starting Bid	Zoning
City of Baxter										
Township 133, Ranges 28 & 29										
59-15	Part of Southeast Quarter of Southwest Quarter described as follows: commencing at southeast corner of said Southeast Quarter then North 0 degrees 10 minutes 28 seconds East assumed bearing along East line of said Southeast Quarter 225 feet to point of beginning then continue North 0 degrees 10 minutes 28 seconds East along East line of said Southeast Quarter 73 feet then North 88 degrees 44 minutes 23 seconds West 265 feet then South 0 degrees 10 minutes 28 seconds West 73 feet then South 88 degrees 44 minutes 23 seconds East 265 feet to point of beginning. RE CODE: 010063400CA0009	6-133-28		0.44 Acre	\$18,700.00	\$0.00 (T)		\$0.00	\$18,700.00	R-2
Deeds for the following platted parcel(s) will not contain a restrictive covenant which will prohibit enrollment of the land in a state funded program providing compensation for conservation of marginal land or wetlands.										
Tract #	Description	Lot(s)	Block	Approx. Lot Size	Appraised Land Value	Appraised Value of Buildings (B) & Timber (T)	Remarks	Specials	Starting Bid	Zoning
City of Brainerd										
Township 45 & 133, Range 28, 30 & 31										
26-09	Cheney & Mosher's Subdivision of Block 21 Sleepers Addition RE CODES: 09116021012A009 & 09116021012B009	12	21	50' x 150' (0.17 Acre)	\$11,300.00	\$0.00 (T)		\$426.14	\$11,726.14	R-3
129-18	Chippawa Addition to the City of Brainerd RE CODE: 09117001006Z009	West 10 feet of South half of Lot 6	1	0.02 Acre	\$400.00	\$0.00 (T)		\$0.00	\$400.00	R-2
33-17	Chippawa Addition to the City of Brainerd RE CODE: 09117001009Z009	9 & West 10 feet of North Half of Lot 6	1	0.10 Acre	\$7,000.00	\$0.00 (T)	Address is: 805 7th St S., Sidewalk replacement assessment	\$956.48	\$7,956.48	R-2
130-18	Chippawa Addition to the City of Brainerd RE CODE: 09117003015Y009	West 25 feet of Lot 15 thru 17 inclusive	3	0.04 Acre	\$700.00	\$0.00 (T)		\$0.00	\$700.00	R-3



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: Event/Street Closure Application - Arlington Avenue Block Party

☐ 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 a block party to be held on August 31, 2019 at 11303 Arlington Avenue from 4:00 PM - 12:00 PM.	
Alternatives, Options, Effects on Others/Comments: This is a neighborhood block party. The applicant is requesting to close Arlington Avenue and a small portion of Virginia Street for food, a DJ, and a bounce house for the kids. There will be amplification of sound for the event. Staff reached out to the City Attorney and inquired about insurance requirements for the bouncy house. Upon response from the attorney, staff reached out to the City's insurance agent, and they recommended that insurance be obtained by the applicant for the bouncy house. The applicant states they have notified property owners in the area of the event, and all will have access to their residence during the event.	
Recommended Action/Motion: Staff recommends approval of the attached application under the condition that the applicant submit required insurance for the bouncy house within the public right-of-way and that traffic control requests be made one-week prior to the event so that it may be scheduled for drop off.	
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>	

**RECEIVED**

JUN 19 2019

CITY OF BRAINERD
ADMINISTRATION

SPECIAL EVENT APPLICATION

Date of Application: 6-19-2019

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 with Street Closure☐
☐Event – City Park
Other _____Name of event: Make Arlington Ave Great Again Block Party**Organizer Information**

Organizer's Name:

Corey Johnson

Organizer's Address:

11303 Arlington Ave Brainerd MN

Event Contact Person:

Corey Johnson

Event Contact Daytime Phone:

218-820-4728

Event Contact E-mail Address:

lakesarea.pizza@brainerd.net

Contact Name/Number Day of Event:

Corey Johnson

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
8/31/19	4pm	12 pm	11303 Arlington Ave + Virginia St

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:

We are planning a neighborhood block party.
closing arlington Ave @ 11303 + Virginia St for
Food, DJ + Bounce houses for the kids

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:

DIS has their sound equipment

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:

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):

11303 Arlington Ave + South + Virginia St

Date and time for beginning of street closures:

4pm

Date and time for reopening of streets:

12 AM

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.

All neighbor have been notified & will have access
to drive to their homes

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

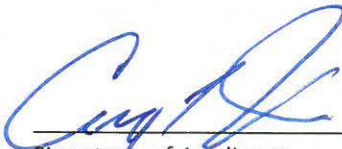
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and 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				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>6/19 OK</u>	<u>None</u>
City Administration	<u>6/19 OK</u>	<u>None</u>
Engineering Department	<u>OK</u>	<u>See insurance requirements below.</u>
Fire Department	<u>6/19 OK</u>	<u>Request traffic control 1 week prior to event.</u>
Fire Support/EMS	<u>6/19 OK</u>	<u>Probably should have insurance coverage</u>
Parks Department	<u>6/19 OK</u>	<u>for Bouncy House</u>
Planning Department	<u>6/19 OK</u>	<u>None</u>
Police Department	<u>6/19 OK</u>	<u>If Bouncy house is on private property,</u>
		<u>then no insurance required. If located</u>
		<u>in street, insurance is required for</u>
		<u>any injury that may occur.</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):

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

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

1. Approval of Bills
2. River to Rail Economic Incentive Policy
3. Police Request to Use Drug Forfeiture Funds for Pistol Transition
4. Performance Culture Calibration
5. League of MN Cities (LMC) Membership Dues for Fiscal Year 2020
6. Leased Parking Lot Rates



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: River to Rail Economic Incentive Policy

☐ 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: Staff	Department:
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 10 Minutes
Summary of Issue: This item is a follow up to the June 10, 2019 workshop. Attached is a draft policy summarizing economic incentives for the River to Rail corridor. The policy waives the City's SAC and WAC fees for any project and City building permit fees for projects with less than \$150,000 construction costs. For construction values over \$150,000 would be negotiated with the Council. This is a draft policy and open for discussion.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: * Discussion of the draft policy * Motion to adopt the policy and/or direction to staff for changes.	
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 Building permits are budgeted based on prior year history <i>Please Explain:</i>	

City of Brainerd, Minnesota

River to Rail Initiative

Incentives Policy

1. Policy Introduction

The River to Rail initiative focuses on the area of Brainerd, Minnesota bound by the Mississippi River on the west, the Northern Pacific Center on the East, Oak Street on the south, and Washington Street on the north. In recent years, momentum to revitalize the core downtown of Brainerd has been building due to the hard work of several organizations including the City of Brainerd, the Brainerd HRA, the Brainerd Lakes Area Chamber of Commerce, the Brainerd Lakes Area Economic Development Commission, Nation Joint Powers Alliance, and the Region 5 Development Commission. While this momentum has been taking place, these organizations along with entrepreneurs and developers have been working together to create a shared vision for this core area of Brainerd now known as the River to Rail Initiative.

2. Policy Purpose and Need

Generally, the City of Brainerd City Council finds it necessary and advantageous to outline specific policy decisions it has made for the River to Rail corridor as it relates to potential development incentives that developers or entrepreneurs can tap into as resources to complete important projects within the River to Rail corridor. The incentives in this policy provide baseline guidance to staff, City Council members, developers, entrepreneurs, and economic development agencies about what options are available to promote development, re-development, and economic vibrancy to the corridor.

This policy is not intended to be an exhaustive list of all the City of Brainerd is willing to make available for potential investors within the corridor, nor is it meant to mean that the City will not consider these same incentives in other areas of the community, rather it is meant to be a trial run at an economic development policy that provides as a guiding document for potential investors that want to develop or re-develop areas within the corridor, and may be expanded in the future to include all of Brainerd upon success stories shared due to this policy.

3. Policy Statement

The following incentives, based upon City Council action, are available for use within the River to Rail corridor and may vary due to project construction costs as outlined further in this policy:

- Waiving of City Building Permit Fees (not including State of Minnesota surcharge). This does not waive the requirement to obtain a permit, but rather just the fee.
- Waiving of Sewer and Water Availability Charges (SAC and WAC)
- Tax-Increment Financing
- Tax Abatement
- Parking Assistance

- Land Acquisition

These listed incentives do not limit potential investors from tapping into other resources available within the community for financial assistance including the following list:

- City of Brainerd/Brainerd HRA Revolving Loan Fund
- Brainerd HRA Small Cities Development Program (SCDP) Grants
- Brainerd Lakes Area Economic Development Commission Unified Fund Loans
- Brainerd Public Utilities Economic Development Electric Rate Reduction if applicable based on load capacity.
- Opportunity Zone Assistance
- New Market Tax Credits
- State and Federal Historic Tax Credits

Waiving of City Building Permit Fees

Generally, the Brainerd City Council has elected to waive City building permit and inspection fees for all construction projects less than \$150,000 in total construction costs. This does not waive the requirement to obtain a permit or the ability for investors that exceed this threshold the ability to see reduction or waiver of fees during the development or re-development negotiation process. This does not include a waiver of the State of Minnesota surcharge, which is a requirement of all building permits within the City.

Waiving of Sewer and Water Availability Charges (SAC and WAC)

The City of Brainerd City Council has elected to waive all sewer and water availability charges (SAC and WAC charges) within the River to Rail Corridor, as identified in the introduction.

Tax-Increment Financing (TIF)

Generally, tax-increment financing (TIF) is available for construction projects in excess of \$1,000,000 total construction costs, however, upon the proof of need shown by the investor that the development would not occur without the assistance of tax-increment financing, the Brainerd City Council is willing to negotiate the term and amount of increment with said investor. All tax-increment financing applications must be approved by the Brainerd City Council, upon completion of negotiations.

Tax Abatement

Tax abatement may be considered if tax increment financing is not an option because the project doesn't qualify under state law or the project is not in excess of \$1,000,000.

- Tax abatement will be considered on the new proposed value created, not the land or buildings' existing or "base" value (base being a definition related to tax increment financing).
- Tax abatement will be considered only if the County is requested to participate, although the city's provision of abatement is not contingent upon the County agreeing to participate.

- The Council will carefully deliberate abatement requests that ask for the maximum amount and term, only agreeing to provide abatements for the maximum amount and term where the developer can support the request with evidence of special need, or the proposal is for a project that is a high priority for the Council.
- Although not required by State law, abatement projects will be required to meet the “but-for” test as defined in the Tax Increment Financing statute.

Parking Assistance

Generally, the Brainerd City Council is willing to negotiate parking needs of the proposed development to come to a mutually beneficial parking solution to serve both the new investment and other areas within the River to Rail corridor.

Land Acquisition

The Brainerd City Council continues to seek opportunities to acquire blighted property and make the property marketable for future investment including the razing of old structures, beautifying said property, or any other means to make property marketable and attractive to potential investors.

4. Policy Conclusion

It is the intent of this policy to assist investors and entrepreneurs to make small or large investments in the River to Rail corridor and to inform on the potential incentives available to promote incremental or large changes within this core area of Brainerd.

The incentives and funding mechanisms presented in this policy are all negotiable during the development agreement process, and the City of Brainerd City Council has indicated is not tied to any specific threshold of development for each incentive. This list is to provide for opportunities for incentives and is not intended to close the door on any development request or proposal.

Term

This policy shall be reviewed after a period of ten (10) years to evaluate its effectiveness. It shall be reviewed, amended, renewed, or revoked after that review.



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: Police Request to Use Drug Forfeiture Funds for Pistol Transition

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 7 MINUTES
Summary of Issue: The Police Department is requesting authorization to utilize approximately \$8,500 of Drug Forfeiture Funds to make a transition from .40 caliber pistols to 9 mm. With the addition of two more officer positions this year, we recognized the need to purchase 2 additional pistols. When staff went to do this, we learned that Glock is no longer manufacturing the current model/caliber of pistol we have. There has been a trend in the industry in past few years to change from .40 caliber to 9 mm. The difference in the ballistics of today's ammunition from .40 caliber to 9 mm has become inconsequential.	
Alternatives, Options, Effects on Others/Comments: The new Glock 45 has some distinct improvements in its design over our current Glock 22 and 23 models. This new design has better balance, ambidextrous features, and other enhancements. By switching to 9mm caliber, there should be some reduced recoil and they have an increased magazine capacity over our current pistols. This is their Generation 5 platform which is the most reliable Glock made. We anticipate firearms qualification scores to increase. This cost includes the pistols, weapon lights, and some new holsters. Most of our existing level three holsters will retrofit this new model, but we will have to purchase some new holsters. This price includes the trade in allowance for our existing pistols. The available balance in the Police Department Drug Forfeiture Fund is about \$11,200. The cost of ammunition going forward is about \$65 less a case for 9mm than .40 caliber.	
Recommended Action/Motion: Approve a motion: Authorize the Police Department to utilize approximately \$8,500 of Drug Forfeiture Funds to complete a departmental pistol upgrade.	
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> \$ 8,500 <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> Request to use Drug Forfeiture Funds for an un-budgeted expense.	



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: Performance Culture Calibration

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Cassandra Torstenson & Kris Schubert	Department: Administration
Presenter (Name & Title): Cassandra Torstenson & Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: In April, Dr. Robert Sicora conducted employee and supervisor performance-based culture training. This training focused on our new performance management philosophy and expectations for our new performance evaluation process. This was mandatory training for all City, BPU and HRA employees. Both the City and BPU received grants from Sourcewell to help fund this training. During the training, we realized that we could improve our performance review forms and Dr. Sicora also discussed how several entities including Crow Wing County have implemented calibration sessions to help ensure that supervisory review and ratings are consistent for all employees. We have heard many positive comments that this calibration process improves the overall rating experience and protects the integrity of the review system. With that said, we would like Dr. Sicora to guide us through the process. He mentioned that he assisted Crow Wing County for the first two or three times and they were able to take it from there. Attached is Dr. Sicora's quote for the initial pre-calibration training tentatively scheduled for July and the actual calibration session to be held in December.	
Alternatives, Options, Effects on Others/Comments: We had planned on providing a recording of Dr. Sicora's April training sessions for anyone that was unable to attend the training; however, when our Staff attempted to record the sessions, we had technology issues and the recordings are not available. Please note that Dr. Sicora's quote also includes a "Reboot" session for anyone that missed the initial training or if someone would like a refresher. Our IT Staff will record both the Reboot and Pre-calibration sessions for future reference. We have recently distributed sample performance evaluation framework and final review forms with scoring examples to the Department Heads for their review and input. We anticipate that employees will complete their self-evaluation sections on the performance framework forms in July and that Supervisors and employees will meet in August for their first quarterly review. With creating these items as well as the attached Behaviors Guide, we have experienced a delay in our review process and it will likely be December when final reviews are conducted this year instead of October as originally planned.	
Recommended Action/Motion: Staff recommends to utilize the General Unallocated Professional Services Fund for the City's portion of the cost.	
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> \$ 4,000 <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> Sourcewell has been contacted to determine if matching grant funds could be utilized for this training.	

Statement of Work – City of Brainerd

Program: Performance Management – Calibration Session

Dates: June 10, July 23 & 24, 2019; December TBD

Deliverables/Cost:

Activity	Duration/Item	Cost
Refresh Performance Management Training	0.25 day - June 10	
Calibration Prep Training	0.25 day - June 10	
Talent Calibration Sessions	0.50 day - July 23 rd 0.75 day - July 24 th	
Subtotal Performance Management & Summer Talent Calibration		\$2,500
Performance Calibration Sessions	TBD – December	\$1,500
Total Calibration Estimate for 2019*		\$4,000

*Cost of materials and travel are not included and will be the responsibility of the client.

Note, standard cost of a calibration session is \$3,500 to \$5,000 a day.

Printed Name

Title

Signature

Date

Talent Development & Performance Calibration

Why Calibration

- Talent Calibration meetings provide managers with a chance to understand the perspective of other managers regarding the performance and potential of the talent.
- This process provides managers with the opportunity to discuss talent, ask questions, and adjust or validate talent decisions.
- Its goal is to ensure managers apply common standards for all talent.
- Talent Calibrations also provide managers with the opportunity to gain insight on the attributes, impact, and development needs of their direct reports.
- Performance review calibration takes away the impression of having a biased or unjust review system by establishing a fair and equitable standard by which all employees are measured.

Benefit

By providing honest and meaningful talent development through calibration, you will develop an engaged and productive workforce to drive your organization's success to new levels.

The Process

- Goal Cascade
- Performance Framework
 - Goal Creation (the what)
 - Goal Alignment
 - Get Clear on Expectations
 - Critical Competencies (the how)
 - Development Actions
- Talent Calibration
- Finalize Framework
- Quarterly Discussions
- Performance Calibration
- Final Review

Setting the Employee up for Success

- Clearly set expectations for the What and the How of their performance
- Make sure to have every goal for the employee clearly align to the department and organizational objectives
- Have a clear understanding with specifics on what Good looks like and what Great performance looks like
 - And, if it is not good, what does unsatisfactory or unacceptable look like
- Provide regular opportunities to provide feedback and receive feedback with the employee (informally)
- Provide regular opportunities to provide specific feedback and review performance in alignment with the department and organization (formally)

Calibration Session Pre-work

- Meet with a direct report
 - Prior to the calibration session
 - Conduct a preliminary development review
 - Bring preliminary ratings to review with leadership team during the calibration session
 - DO NOT give employees their development review until **after calibration session**
 - Bring the employee voice

The Goal(s)

- To create an improved conversation
- To enhance the level of trust
- To maximize human potential
- To maximize organizational performance



Great People Make the City of Brainerd a Great Place

Core Values and Leadership Expectations -
Behaviors Guide June 2019



THIS IS A BASIC GUIDE ON THE BEHAVIORS ASSOCIATED WITH OUR CORE VALUES (CV) AND PERFORMANCE EXPECTATIONS (PE). IT IS USED TO ALIGN OUR PEOPLE, PROCESSES AND RITUALS, E.G. HIRING, RECOGNITION, PERFORMANCE REVIEW, AND ASSESSMENT. IT CAN ALSO SERVE AS A REFERENCE FOR MANAGERS AND EMPLOYEES TO BETTER UNDERSTAND THE NEW CV/PE'S.

Using this Behaviors Guide

ASSESSMENT OF CORE VALUES/PERFORMANCE EXPECTATIONS

- BASED ON OBSERVABLE BEHAVIORS (WHAT IT LOOKS LIKE/WHAT IT DOESN'T LOOK LIKE)
- TO BE APPLIED IN OUR CORE PEOPLE RITUALS, CONVERSATIONS AND PROCESSES

Our Core Values



**DEFINE THE WAY
WE WORK
TOGETHER**

Our Core Values



TO SUSTAIN AND GROW THE
ECONOMY



TO INVEST IN OUR
NEIGHBORHOODS



TO BUILD A HEALTHY AND
FLOURISHING COMMUNITY



TO ENSURE STABLE FINANCIAL
PLANNING



TO PROVIDE EXCELLENT
CUSTOMER SERVICE

TO SUSTAIN AND GROW THE ECONOMY

What it doesn't look like

- IS UNAWARE OF HOW BUSINESSES WORK.
- IS UNAWARE OF HOW STRATEGIES AND TACTICS WORK IN THE MARKETPLACE.

What it looks like

- IMPROVE PROCESSES
- SHORTEN TIMELINES
- WORK TO IMPROVE EMPLOYEE RETENTION AND REDUCE TURNOVER

Examples

(what you can do to develop more in this area)

- Keep up with current and possible future policies, practices, trends, and information affecting the organization.
- Use knowledge of business drivers and how strategies and tactics play out in the market to guide actions.

TO INVEST IN OUR NEIGHBORHOODS

What it doesn't look like

- BUILDS LIMITED RELATIONSHIPS WITH DIFFERENT GROUPS
- HAS DIFFICULTY DETERMINING WHO TO CONTACT FOR RESOURCES OR KNOWLEDGE.
- DOESN'T TAP INTO NETWORKS BEYOND OWN IMMEDIATE AREA TO EXCHANGE IDEAS OR GET THINGS DONE.

What it looks like

- SKILLFULLY SEPARATES OPINIONS FROM FACTS.
- ACTIVELY SEEKS INPUT FROM PERTINENT SOURCES TO MAKE TIMELY AND WELL - INFORMED DECISIONS.
- VOLUNTEERS TO TACKLE AND LEAD TOUGH ASSIGNMENTS.

Examples

(what you can do to develop more in this area)

- Build strong formal and informal networks.
- Maintain relationships across a variety of functions and locations.
- Draw upon multiple relationships to exchange ideas, resources, and know-how.

TO BUILD A HEALTHY AND FLOURISHING COMMUNITY

What it doesn't look like

- IS UNAWARE OF COMMUNITY EXPECTATIONS.
- ACTS ON INCOMPLETE OR INACCURATE UNDERSTANDING OF COMMUNITY NEEDS.
- CONDUCTS WORK FROM AN INTERNAL, OPERATIONAL STANDPOINT.

What it looks like

- FOCUSES EFFORTS OF CONTINUOUS IMPROVEMENT.
- SPOTS AND SEIZES OPPORTUNITIES.
- SERVES AS A STRATEGIC PARTNER TO BUILD, GROW, AND MAINTAIN COMMUNITY RELATIONSHIPS.

Examples

(what you can do to develop more in this area)

- Identify opportunities that benefit the community.
- Gain insight into community needs.
- Build and deliver solutions that meet community expectations.

TO ENSURE STABLE FINANCIAL PLANNING

What it doesn't look like

- IS UNFAMILIAR WITH FINANCIAL TERMS.
- PAYS LITTLE ATTENTION TO THE FINANCIAL IMPACT WHEN DRAWING CONCLUSIONS.
- IS UNCLEAR ABOUT THE CAUSE-AND-EFFECT RELATIONSHIPS AMONG DIFFERENT BUSINESS FUNCTIONS AND OVERALL FINANCIAL PERFORMANCE.

What it looks like

- PUTS IN EXTRA EFFORT TO MEET DEADLINES AND BUDGET LIMITS.
- TRANSFORMS FINANCIAL INFORMATION INTO BUSINESS INTELLIGENCE THROUGH ANALYSIS AND INTEGRATION OF QUANTITATIVE AND QUALITATIVE INFORMATION.
- IDENTIFIES AND MONITORS KEY FINANCIAL INDICATORS TO GAUGE PERFORMANCE.

Examples

(what you can do to develop more in this area)

- Understand the meaning and implications of key financial indicators.
- Use financial analysis to generate, evaluate, and act on strategic options and opportunities.
- Integrate quantitative and qualitative information to draw accurate conclusions.

TO PROVIDE EXCELLENT CUSTOMER SERVICE

What it doesn't look like

- IS UNAWARE OF CUSTOMER EXPECTATIONS.
- FAILS TO BUILD EFFECTIVE RELATIONSHIPS WITH KEY CUSTOMERS.
- ACTS ON INCOMPLETE OR INACCURATE UNDERSTANDING OF CUSTOMER NEEDS.

What it looks like

- PURSUES EVERYTHING WITH ENERGY, DRIVE, AND THE NEED TO FINISH.
- DELIVERS MESSAGES IN A CLEAR, COMPELLING, AND CONCISE MANNER.
- ACTIVELY LISTENS AND CHECKS FOR UNDERSTANDING.
- ANTICIPATES CUSTOMER NEEDS AND PROVIDES SERVICES THAT ARE BEYOND CUSTOMER EXPECTATIONS.

Examples

(what you can do to develop more in this area)

- Identify opportunities that benefit the customer.
- Gain insight into customer needs.
- Build and deliver solutions that meet customer expectations.

Our Performance Expectations



**DEFINE THE WAY
WE LEAD THE
COMPANY**

Our Performance Expectations



INTEGRITY AND TRUST &
ETHICS AND VALUE



CUSTOMER FOCUS



INTERPERSONAL SAVVY &
LISTENING



MOTIVATING OTHERS

INTEGRITY AND TRUST & ETHICS AND VALUES

What it doesn't look like

- LACKS CONSISTENT FOLLOW-THROUGH ON COMMITMENTS.
- BETRAYS CONFIDENCE AND COVERS UP MISTAKES.
- MAKES PROMISES BUT DOESN'T ALWAYS KEEP THEM.

What it looks like

- WIDELY TRUSTED, DIRECT, AND TRUTHFUL.
- DOES NOT MISREPRESENT INFORMATION OR THEMSELVES.
- ADHERES TO CORE VALUES AND REWARDS THOSE VALUES IN OTHERS.
- DEMONSTRATES IN BOTH WORD AND ACTION.

Examples

(what you can do to develop more in this area)

- Follow through on commitments.
- Keep confidences.
- Show consistency between words and actions.

CUSTOMER FOCUS

What it doesn't look like

- IS UNAWARE OF CUSTOMER EXPECTATIONS.
- FAILS TO BUILD EFFECTIVE RELATIONSHIPS WITH KEY CUSTOMERS.
- ACTS ON INCOMPLETE OR INACCURATE UNDERSTANDING OF CUSTOMER NEEDS.

What it looks like

- DEDICATED TO MEETING THE EXPECTATIONS AND REQUIREMENTS OF BOTH INTERNAL AND EXTERNAL CUSTOMERS.
- ACTS WITH THE CUSTOMER IN MIND.
- ESTABLISHES AND MAINTAINS EFFECT RELATIONSHIPS WITH CUSTOMERS AND GAINS THEIR TRUST AND RESPECT.

Examples

(what you can do to develop more in this area)

- Identify opportunities that benefit the customer.
- Gain insight into customer needs.
- Build and deliver solutions that meet customer expectations.

INTERPERSONAL SAVVY & LISTENING

What it doesn't look like

- BUILDS FEW RELATIONSHIPS.
- ENGAGES WITH PEOPLE IN IMMEDIATE WORK AREA ONLY.
- SHOWS LITTLE INTEREST IN OTHERS' NEEDS.
- EXPRESSES POINTS OF VIEW IN A BLUNT OR INSENSITIVE MANNER.

What it looks like

- RELATES WELL TO ALL KINDS OF PEOPLE.
- CAN DEFUSE HIGH TENSION SITUATIONS.
- PRACTICES ATTENTIVE AND ACTIVE LISTENING.
- CAN ACCURATELY RESTATE THE NEEDS AND OPINIONS OF OTHERS.
- USES DIPLOMACY AND TACT.

Examples

(what you can do to develop more in this area)

- Act with diplomacy and tact.
- Build rapport in an open, friendly, and accepting way.
- Build constructive relationships with people both similar and different to self.

MOTIVATING OTHERS

What it doesn't look like

- DOESN'T KNOW WHAT MOTIVATES OTHERS OR HOW TO DO IT.
- NOT EMPOWERING AND NOT A PERSON MANY PEOPLE WANT TO WORK FOR.
- INTENTIONALLY OR UNINTENTIONALLY DEMOTIVATES OTHERS.

What it looks like

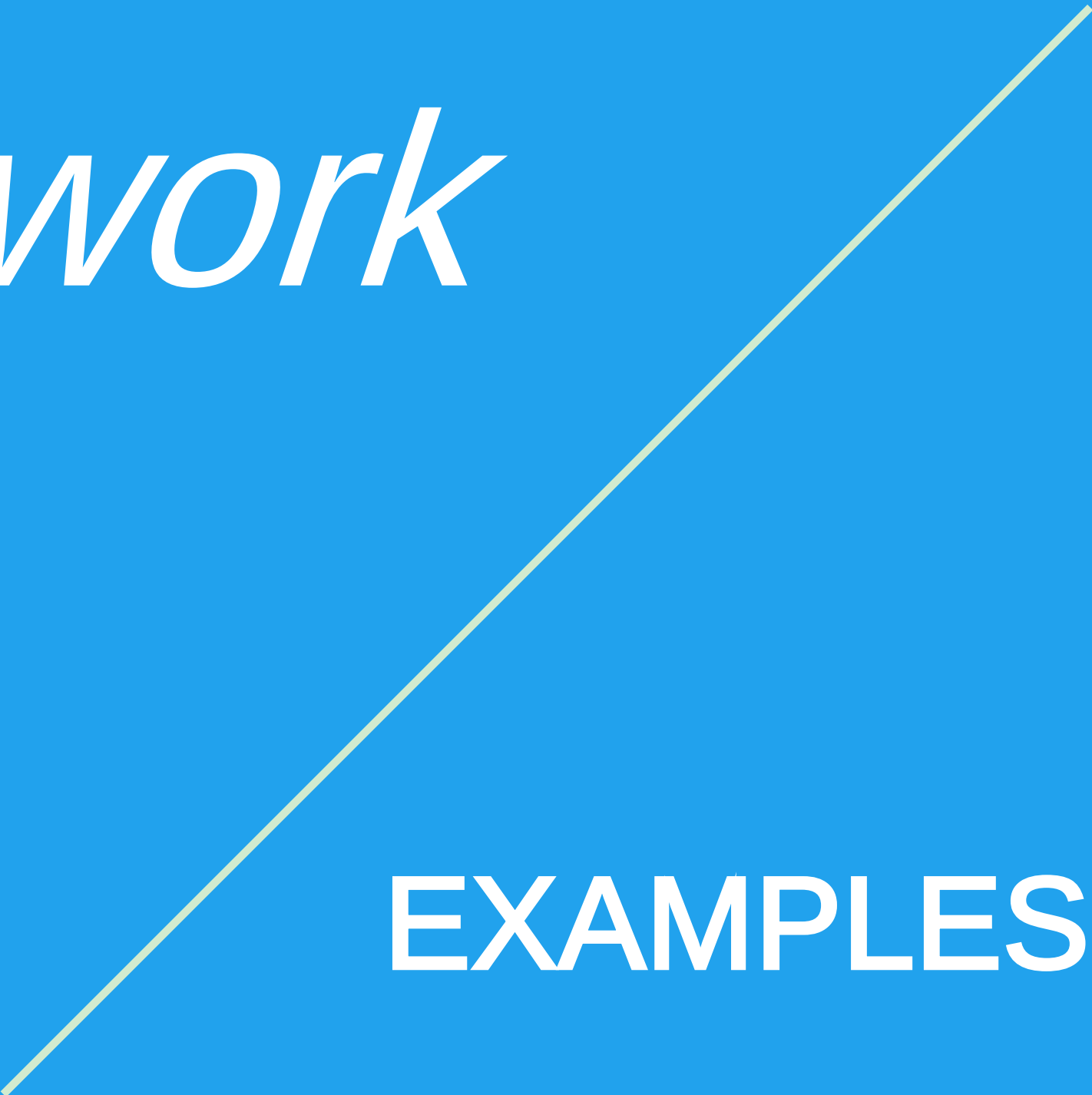
- CREATES A CLIMATE WHERE OTHERS WANT TO DO THEIR BEST.
- CAN ASSESS INDIVIDUALS TO DETERMINE WHAT MOTIVATES THEM BEST.
- INVITES INPUT FROM OTHERS AND SHARES OWNERSHIP AND ABILITY.

Examples

(what you can do to develop more in this area)

- Create goals to motivate employees.
- Communicate to people that what they do is important.
- Celebrate successes.

Assessment Framework



EXAMPLES

Assessment Framework for Core Values

- Example

Objective #1	Accounts Payable Invoice Entry
Measurement	Ensures proper approval of invoices and credit card payments, proper GL coding, entry accuracy, timeliness of payments, payments entered to correct vendor/address.
Alignment	To ensure stable financial planning and to provide excellent customer service.
Reach	Has an in-depth understanding of how businesses work and make money; is the first to spot possible future practices and trends in the organization; with the competition, and in the marketplace; consistently applies a business driver and marketplace focus when prioritizing actions.
Time-based	On-going
Weighting %	50%
Comment	

Assessment Framework for Performance Expectations - Example

Required Competency	Current Observation and Opportunity	Level of Competency 0, 1, 2, or 3
Integrity and Trust & Ethics and Values	Trusted, direct, truthful, keeps confidence, admits mistakes, does not misrepresent information or themselves. Adheres to the core values, acts in line with those values, rewards those values in others, and demonstrates in both word and action.	
Customer Focus	Dedicated to meeting the expectations and requirements of both internal and external customers. Uses customers information to improve services. Acts with the customer in mind. Established and maintains effective relationships with customers and gains their trust and respect.	
Interpersonal Savvy & Listening	Relates well to all kinds of people, builds appropriate rapport and constructive relationships. Uses diplomacy and tact. Can defuse high tension situations. Practices attentive and active listening. Has patience to hear people out. Can accurately restate the needs and opinions of others (even when they disagree).	
Motivating Others*	N/A	



Looking Forward to a Great Year!

ARE YOU READY?



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: LMC Membership Dues for Fiscal Year 2020

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 2 Minutes
Summary of Issue: Attached is a letter from the League of Minnesota Cities explaining how the Board of Director's sets the membership dues for the League's 2020 fiscal year (9/1/19-8/31/20). The Board has set the preliminary maximum members dues schedule at a 3% increase. For fiscal years 2019 and 2018 the schedule was set with a zero percent increase. We pay the dues in the fall of the year and budgeted \$12,800 for the payment in 2019. The dues are based on population and the prior year's payments in 2018 and 2017 were \$12,342 and \$12,313, respectively. Assuming no change in population, our dues in the fall of 2019 are estimated to be around \$12,712.	
Alternatives, Options, Effects on Others/Comments: At the July 2, 2018 council meeting, included in the packet was a letter from the LMC detailing the services the LMC provided to the City of Brainerd. The letter is attached to this agenda request for your reference. Staff does feels the membership to the LMC is justified and worth the cost.	
Recommended Action/Motion: Informational and an opportunity for council discussion on LMC dues.	
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>\$12,712 +-</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> \$12,800 was budgeted in the 2019 budget for the League's fiscal year 2020 dues.	



CONNECTING & INNOVATING
SINCE 1913

RECEIVED

JUN 03 2019

**CITY OF BRAINERD
ADMINISTRATION**

May 29, 2019

Dear Mayors and Administrators,

We are writing to let you know that the League of Minnesota Cities Board of Directors voted at its May meeting to set a preliminary maximum member dues schedule increase of 3% for the League's 2020 fiscal year that runs from September 1, 2019 through August 31, 2020.

The League's final dues schedule is similar to how your city sets its preliminary levy increase in that it cannot be higher than the maximum that is set. The Board will make its final decision on annual dues when it meets on August 15 to approve the League's FY 2020 budget.

The increase in dues helps to ensure your city will continue to receive high quality, essential services you rely on as well as resources to help meet your changing needs—for example, we'll be adding a new staff position to provide financial outreach and support services. Your dues dollars will also help to fund advocacy efforts on issues like transportation and broadband at the state Capitol and infrastructure in Washington, D.C.; offer valuable in-person and online learning opportunities for your city officials and staff; and provide answers to your questions about laws, statutes, and trending topics.

We take our responsibility to carefully manage member assets very seriously, and we thank you for your continued support of the work we do on your behalf. The League is *your* organization, and we sincerely welcome your feedback and your ideas for how we can better serve your needs. Feel free to contact Dave Unmacht at (651) 281-1205 or dunmacht@lmc.org—and if you find yourself in St. Paul, be sure to stop by the League for a cup of coffee and some conversation.

Heidi K. Omerza
League of Minnesota Cities President,
Councilmember, City of Ely

David J. Unmacht
Executive Director,
League of Minnesota Cities
Twitter: @UnmachtMnCities



CONNECTING & INNOVATING
SINCE 1913

June 28, 2018

Dear Ms. Tortenson,

Greetings from the League of Minnesota Cities and the Insurance Trust. I appreciate the opportunity that we had to meet in March in Nisswa. Following our conversation, we did some review of the many ways the League and City of Brainerd have partnered and worked together in the past few years – and I think you'll find the list to be quite impressive.

As you may recall, the League of Minnesota Cities and the Insurance Trust are legally distinct – but for all practical purposes one organization. It is worth noting that League membership provides access to the Trust. Here's a summary of some of our work together:

League of Minnesota Cities

- Annual Dues. In 2018, the City of Brainerd paid \$12,313 in dues to the League of Minnesota Cities.
- Collaborate Software Purchasing. In October 2017, the City of Brainerd purchased thirty (30) licenses via the League's Adobe collaborate purchasing program offered exclusively to our members. The cost savings for Brainerd is more than \$10,000 over the 3-year life of the agreement. The City's participation in this program allowed for significantly deeper discounts than it could negotiate on its own or by using the Minnesota State collaborative contracting. We will continue to explore similar savings opportunities for our members.
- Access and Connections to Other Members. The League hosts a number of listservs (email networks) for members to connect with one another to support local research efforts, provide guidance, and share best practices. The listservs are grouped by occupational area (for example, clerks, mayors, communicators, etc.). In the last three years, Brainerd staff members have utilized these listservs 59 times.
- Tailored Research and Consulting. In the past two years, League research attorneys and human resource specialists responded to 27 human resources-related inquiries and 9 general research inquiries from Brainerd staff.
- Training. Since 2014, Brainerd elected officials and staff have attended 35 regional meetings, legislative updates, annual conferences, and newly elected trainings that have offered valuable learning and networking opportunities.
- Input on Policy. City of Brainerd officials have played an important role in representing the interests of your city by helping to shape the League's legislative policies. For instance, former Councilmember Mary Koep served for many years on the League's policy committees, former Administrator Jim Thoreen served on the League's Improving Service Delivery Policy committee (2016 and 2017), City Engineer Jeff Hulsether served on the Improving Fiscal Futures Policy Committee (2008-2017), and Paul Sandy is signed up to serve on the Fiscal Futures Committee this summer. We're grateful for this leadership over the years.

- **Legislative Collaboration.** In the prior three years, the League's Intergovernmental Relations staff have provided Brainerd-specific legislative consultation around fire relief associations, a proposed reduction to LGA related to local sales tax, email retention, business notification requirements, Veterans Preference employment issues, and body camera regulations.

Insurance Trust

- **Loss Control Expertise.** In the past two years, Trust loss control specialists have responded to 16 inquiries and have made field visits with Brainerd staff four times.
- **Defending Litigation.** The Trust is handling contentious litigation on behalf of the City in the Firefighters Union Local 4725 v. Brainerd matter. This is a challenge to the city council's budgetary decision to restructure the fire department and eliminate the 5 full-time employees within the department.
- **Training.** Since 2014, Brainerd staff have attended 36 trainings related to safety and loss control, potentially keeping city employees safe and avoiding premium increases. Topics have ranged from police report writing to data practice compliance, and other department-specific topics. Additionally, the City participates in a Regional Safety Group (Lakes Area Regional Safety Group) and Peace Officer Accredited Training Online (PATROL).

I'm sharing this information with you as background as you acclimate to your new role. As you can see, in just the past few years the City and League have had a strong relationship. We are proud to have supported your Council and staff over the years and are grateful for the City's leadership to our organization in policy committees, through conversations with our staff, and in many other ways.

It is interesting to note that the League responds to about 4,000 research inquiries, 2,000 human resources inquiries, reviews about 1,000 contracts on behalf of our members each year, and the Trust handles close to 8,000 claims every year. Our Intergovernmental Relations team is largely viewed as the local government industry experts and they work tirelessly to advocate on behalf of all cities in St. Paul. All our members benefit from our publications, trainings and conferences, free parking when you visit St. Paul, meeting space near the Capitol, and many other smaller services to support the City. Please see this as an invitation. If the City of Brainerd has a need from the League, just let us know.

The League has been doing its work since 1913 – and I hope the City of Brainerd knows that it has full access to the most trusted local government resource and partner in the state. I am happy to answer any questions you may have and look forward to our continued partnership. Please know we are always willing to visit with you and the Council on any matter of concern and would appreciate the opportunity to travel to Brainerd and address a future meeting.

Sincerely,



Luke Fischer
Deputy Director



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: Leased Parking Lot Rates

☐ 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: Staff	Department:
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 10 Minutes
Summary of Issue: This topic is a follow up from the June 10, 2019 council workshop. Please see the attached memo and attachments.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Discussion or motion on parking lot rates.	
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 Budget was prepared based on current rates. <u>Please Explain:</u>	

MEMO



TO: Mayor & Council

FROM: Connie Hillman, Finance Director
Paul Sandy, City Engineer

DATE: July 1, 2019

RE: City Parking Lots

At the June 10, 2019 council workshop, the Council gave direction to staff to adjust the rate for the leased parking lots to cover the cost of operating the lots.

As discussed at the workshop, Fund 236 will be used to account for the revenue and expenses of the Burlington Northern (BN), Alley, and Maple lots only.

The revenue generated from the City Hall lot (the City currently leases nine spots in this lot) and the cost of the free lots downtown: Laurel, and 7th and Front Street will be accounted for in the General and Capital Funds.

Current Status:

Attached you will find:

- Information on the pay lots – the average number of spaces leased per month and number of spaces available, as well as the current cost per space to rent.
- The 2019 budget and the estimated annual cost including an annual improvement cost for the leased parking lots mentioned above.

Options:

Assuming an increase in monthly lease rates would not affect the number of spaces being leased, options to make up the deficit could be:

- Increase BN lots all to \$20 per month, plus increase the rates an additional \$6.00 a month. The rates would be as follows and it is estimated the additional income would make up the estimated deficit.

City Parking Lots

July 1, 2019

Page 2

<u>Lot Name</u>	<u>Current Rates Per Month</u>	<u>Average Spots Rented</u>	<u>% of Spots Rented</u>	<u>Total # of Spots Avail</u>	<u>Proposed Rates</u>	<u>Estimated Additional Income</u>
Burlington	\$10.00	42	98.31%	43	\$26.00	\$ 8,064
	\$15.00	16		16	\$26.00	\$ 2,112
Maple **	\$20.00	25	43.10%	58	\$26.00	\$ 1,800
Alley	\$25.00	36	100.00%	36	\$31.00	\$ 2,592
		119		153		\$ 14,568

- Have all lease lots be the same cost as an example \$27.50 a month. The rates would be as follows and it is estimated the additional income would make up the estimated deficit.

<u>Lot Name</u>	<u>Current Rates Per Month</u>	<u>Average Spots Rented</u>	<u>% of Spots Rented</u>	<u>Total # of Spots Avail</u>	<u>Proposed Rates</u>	<u>Estimated Additional Income</u>
Burlington	\$10.00	42	98.31%	43	\$27.50	\$ 8,820
	\$15.00	16		16	\$27.50	\$ 2,400
Maple **	\$20.00	25	43.10%	58	\$27.50	\$ 2,250
Alley	\$25.00	36	100.00%	36	\$27.50	\$ 1,080
		119		153		\$ 14,550

- The Maple lot has the most capacity and is the hardest to lease. Another option could be to lower the rent for the Maple lot, assume the capacity goes to 60%, all other lots remain the same, with the increase in rent in the other lots. A possible solution could be:

<u>Lot Name</u>	<u>Current Rates Per Month</u>	<u>Average Spots Rented</u>	<u>% of Spots Rented</u>	<u>Total # of Spots Avail</u>	<u>Proposed Rates</u>	<u>Estimated Additional Income</u>
Burlington	\$10.00	42	98.31%	43	\$29.50	\$ 9,828
	\$15.00	16		16	\$29.50	\$ 2,784
Maple **	\$20.00	35	60.34%	58	\$15.00	\$ 300
Alley	\$25.00	36	100.00%	36	\$29.50	\$ 1,944
		129		153		\$ 14,856

The options are really endless and include big assumption such as; doubling the rate in the BN lot will not reduce the average number of spots rented, or by lowering the rent for Maple, it will increase the number of spaces leased but the other lots will remain at the

same capacity. Perhaps the City Council would like just to increase BN Lot to \$20 and not cover the entire estimated deficit and discuss other options.

We do have some people who have already paid for the entire year. How would Council like Staff to address this issue?

Other:

By removing Laurel, and 7th and Front parking lots out of Fund 236, the City's levy will need to fund the lots. The revenue generated from the City Hall spot rentals can be used to offset the cost. None of the above options present a way for the City to plan for future parking needs, whatever it may hold or for options to pay for the free parking other than general levy dollars with a little offset from the City Hall Parking lot revenue.

Discussion was held at the workshop about additional options and being business friendly. Opinions differed on what that meant, and what could be done to turn traffic over etc. A couple of the options included changing the length of parking allowed in the lots and even exploring metering the two free lots. Based on a quick search, it is estimated to cost \$10,000 plus installation.

Currently the City leases on a month-to-month basis. We bill quarterly but the public can pay monthly. No lease agreements are signed, and spots are leased until we are told they no longer want them. Perhaps this City should look into more long-term permanent leases.

/clh

<u>Lot Name</u>	<u>Rates Per Month</u>	<u>Average Spots Rented</u>	<u>% of Spots Rented</u>	<u>Total # of Spots Avail</u>
Burlington	\$10.00	42	98.31%	43
	\$15.00	16		16
Maple **	\$20.00	25	43.10%	58
Alley	\$25.00	36	100.00%	36
City Hall	\$25.00	9	100.00%	9
		128		162

** There are a total of 76 parking spaces at the Maple Parking Lot, there is an agreements for 4 spots for the Drivers' License Testing Office, 4 spots for the Library, and 10 spots for Watland that are free of charge.

Parking Lot Fund
2019 Budget by Lot (as of 7/1/19)

	Adopted Budget	Budget w/ Improvements
Revenue:		
Park A Day Rental	\$ 25,000	\$ 25,000
Total Revenues	25,000	25,000
Expenditures:		
Personnel (Signage/stripping)	\$ 4,055	\$ 4,055
R&M Supplies	100	100
Postage	200	200
Utilities	500	500
Misc.		
Admin Fee	1,000	1,000
Lease Fee	13,439	13,439
Misc.	1,750	1,750
Transfer Out **		
Snow	8,400	8,400
Special Services	1,600	1,600
Improvement ^*^	-	8,506
Total Expenditures	\$ 31,044	\$ 39,550
Revenue Over/(Under) Expenditures	\$ (6,044)	\$ (14,550)
Fund Balance - January 1st	479	479
Estimated Fund Balance - December 31st	(5,565)	(14,071)

** This is the estimated amount for snow removal paid to contractor when it snows over 4 inches, and the amount for downtown maintenance contract. If it snows less than 4 inches, or in the case of snow removal for the Maple, the snow removal cost is part of the overall snow removal budget.

^*^ Improvement costs are the estimated annual costs for resurfacing, crack sealing, and seal coating over 30 years. The improvement costs for the City Hall Parking lot are part of the overall cost of the facility plan and are not included in the above costs. Estimated costs are only for the Maple, Laurel, 7th and Front and Burthington Northern lots.



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: On-Sale / Sunday Micro Distillery Cocktail Room and Off-Sale Distilled Spirits License Applications

☐ 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: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: The City received a new On-Sale / Sunday Micro Distillery Cocktail Room and Off-Sale Distilled Spirits License applications for the new Brainerd Distilling Company, dba 5Rocks Distilling Company at 25 Washington Street NE. The approval of the license is contingent on Police and Fire Department approval.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve the On-Sale / Sunday Micro Distillery Cocktail Room and Off-Sale Distilled Spirits License applications for Brainerd Distilling Company, dba 5Rocks Distilling Company at 25 Washington Street NE contingent upon Police and Fire Department approval.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: Conditional Use Permit to Operate a Daycare - 1002 Laurel St.

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 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: Scott and Denise Blood, 17140 State Hwy 371, Brainerd, MN 56401, have submitted a Conditional Use Permit application to operate a daycare facility at 1002 Laurel St. The Planning Commission conducted a public hearing and considered this request at their regular meeting on June 19th. Upon review, the Commission unanimously voted to approve the CUP with the conditions that 1) an agreement for off-street parking for staff be reached with the adjacent property owner, and 2) a variance be granted to allow parking on an unimproved surface.	
Alternatives, Options, Effects on Others/Comments: This property is in the B-3 (Central Business) District. While properties in the B-3 District are exempt from off-street parking requirements, it was the opinion of staff that the daycare facility be required to provide off-street parking for their anticipated 16 employees to keep on-street parking only during the short pick-up and drop-off periods in the morning and late afternoon. The Planning Commission agreed with this recommendation. It is important to note that the Planning Commission did negate their second condition as they denied that variance request as the need was solely financial but determined that parking on the current unimproved lot was acceptable, as it is the property of the neighboring business and an existing legal nonconforming use.	
Recommended Action/Motion: Motion to approve the Conditional Use Permit to operate a daycare facility at 1002 Laurel St. with the condition that an agreement for off-street parking for staff be reached with the adjacent property owner.	
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

Community Development Department

TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: June 13, 2019

RE: 1002 Laurel Street Conditional Use Permit

Scott and Denise Blood, 17140 State Hwy 371, Brainerd, MN 56401, have submitted an application for a Conditional Use Permit for the property legally described as:

Lots 13 through 18 inclusive Block 77 except the E 50 FT thereof together with that pt of vacated Tenth Street desc as follows; beg at the NW corner of said Lot 13, thence W'LY on an extended line of the N bndry of said Lot 13 to a point immediately W of the SW corner of said Lot 18, thence E'LY to the SW corner of said Lot 18, Thence N'LY alg the W line of said Lots 18, 17, 16, 15, 14, 13 to the POB, TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD.

The purpose of the Conditional Use Permit application is to operate a day care facility at 1002 Laurel St.

Findings of Fact

1. The operation of a school on the aforementioned property is considered a conditional use per [Section 515-62-6.F](#) of the Code of Ordinances.
2. The proposed day care facility meets the following criteria as required by the [Section 515-29 Commercial Day Care Facilities](#):
 - a. Lot requirements and Setbacks
 - i. Minimum lot area, width, setback, and height requirements are not applicable in a B-3 (Central Business) District per Section 515-62-7.
 - b. Sewer and Water
 - i. The proposed building is connected to municipal sewer and water and has adequate private sewer and water to protect the health and safety of all persons who occupy the facility.
 - c. Screening
 - i. The proposed location has a fence and additional natural screening along the south side of the property, a fence along the west side of the property, and the applicant will be constructing a fence to enclose a play area along the east side of the property.
 - d. Parking
 - i. The proposed off-street parking is located separately from any outdoor play area. There are no abutting residential uses from which the parking

must be screened. Additionally, off-street parking requirements are exempt within the B-3 (Central Business) District.

- e. Loading
 - i. The designated off-street loading space adequately complies with [Section 515-23](#).
 - f. Signage
 - i. While no sign permits have yet been submitted, staff will work with the applicant to ensure that all signage and informational or visual communication devices are in compliance with [Section 515-37](#).
 - 1. At this time, the applicant is only considering a wall sign on the building's front façade.
 - g. Compliance with State Requirements
 - i. The applicant is in the process of receiving the required permits and licenses from the State of Minnesota Department of Health and Human Services and City of Brainerd Building Department and Fire Department.
3. Per [Section 515-22](#), a day care facility serving more than 14 persons shall have one parking space per teacher on the largest shift plus one parking space per 10 children based on maximum capacity of the facility. While all businesses within the Central Business District are exempt from off-street parking requirements, staff and the applicant propose the following plan:
- a. Sixteen spaces would usually be required for teachers and 10 spaces required for children for a total of 26 spaces.
 - b. Staff has worked with the applicant and is proposing to allow on-street parking for the 10 required spaces for children as those spaces will only be used during the drop-off and pick-up times of operation. The area in which the property is located in is a low volume section of Laurel Street.
 - c. The applicant is proposing a parking plan to include 20 off-street parking spaces, and one off-street handicap space, which is a requirement of the State Building Code.
4. Per [Section 515-22](#), all areas intended to be utilized for non-residential parking spaces shall be surfaced with concrete, bituminous, and pavers/brick.
- a. The proposed parking area is currently gravel. The applicant has submitted a variance request to allow for dirt surface parking until the lot can be paved.
 - i. The applicant has plans to pave the lot within 5 years.
5. Per [Section 515-22](#), required parking facilities serving two or more uses may be located on the same lot provided that the total number of spaces furnished shall be no less than the sum of the separate requirements for each use. Conditions required for joint use are:
- a. The proposed joint parking space within the distance required under 515-22-11 of this Ordinance of the uses it will serve.
 - b. The applicant shall show that there is no substantial conflict in the principal operating hours of the two buildings or uses for which joint use of off-street parking facilities is proposed.

- c. A properly drawn legal document approved by the City Council, executed by the parties concerned, for joint use of off-street parking facilities shall be filed with the City Clerk.

As of this writing, no parties have come forward to express their objections to this Conditional Use Permit application.

Staff Opinion

Staff recommends approval of this CUP application with the condition that all teacher/staff parking be off-street. It is staff's opinion that the applicant has met the requirements outlined in the ordinance except that of off-street parking surface. However, the applicant has submitted a variance request for not more than 5 years until the lot can be properly paved.



City Planning Department

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

RECEIVED

JUN 04 2019

CITY OF BRAINERD
ADMINISTRATION

Receipt #	2019-00027
Check #	11001
Date Paid:	6/4/19

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

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

PROPERTY ADDRESS: 1002 Laurel St. Brainerd, Mn 56401

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: Scott & Denise Blood

Street Address: 17140 St. Hwy 371 N City: Brainerd State: Mn Zip Code: 56401

Phone Number: 218-838-3511 Fax: _____ E-mail: teenybubbles17@yahoo.com

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: We would like to open a childcare center

[Signature]
Property Owner Signature

6-2-19
Date

Denise Blood Scott. T. Blood
(Please print name)

[Signature]
Applicant Signature

6-2-19
Date

Denise Blood
(Please print name)

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Scott and Denise Blood, 17140 State Hwy 371, Brainerd, MN 56401, have submitted an application for a Conditional Use Permit to operate a day care facility at 1002 Laurel St. The property included in this application is described as:

*Lots 13 through 18 inclusive Block 77 except the E 50 FT thereof together with that pt of vacated Tenth Street desc as follows; beg at the NW corner of said Lot 13, thence W'LY on an extended line of the N bndry of said Lot 13 to a point immediately W of the SW corner of said Lot 18, thence E'LY to the SW corner of said Lot 18, Thence N'LY alg the W line of said Lots 18, 17, 16, 15, 14, 13 to the POB, TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD.
P.I.N. 41241215
Section 24 Township 45 Range 31*

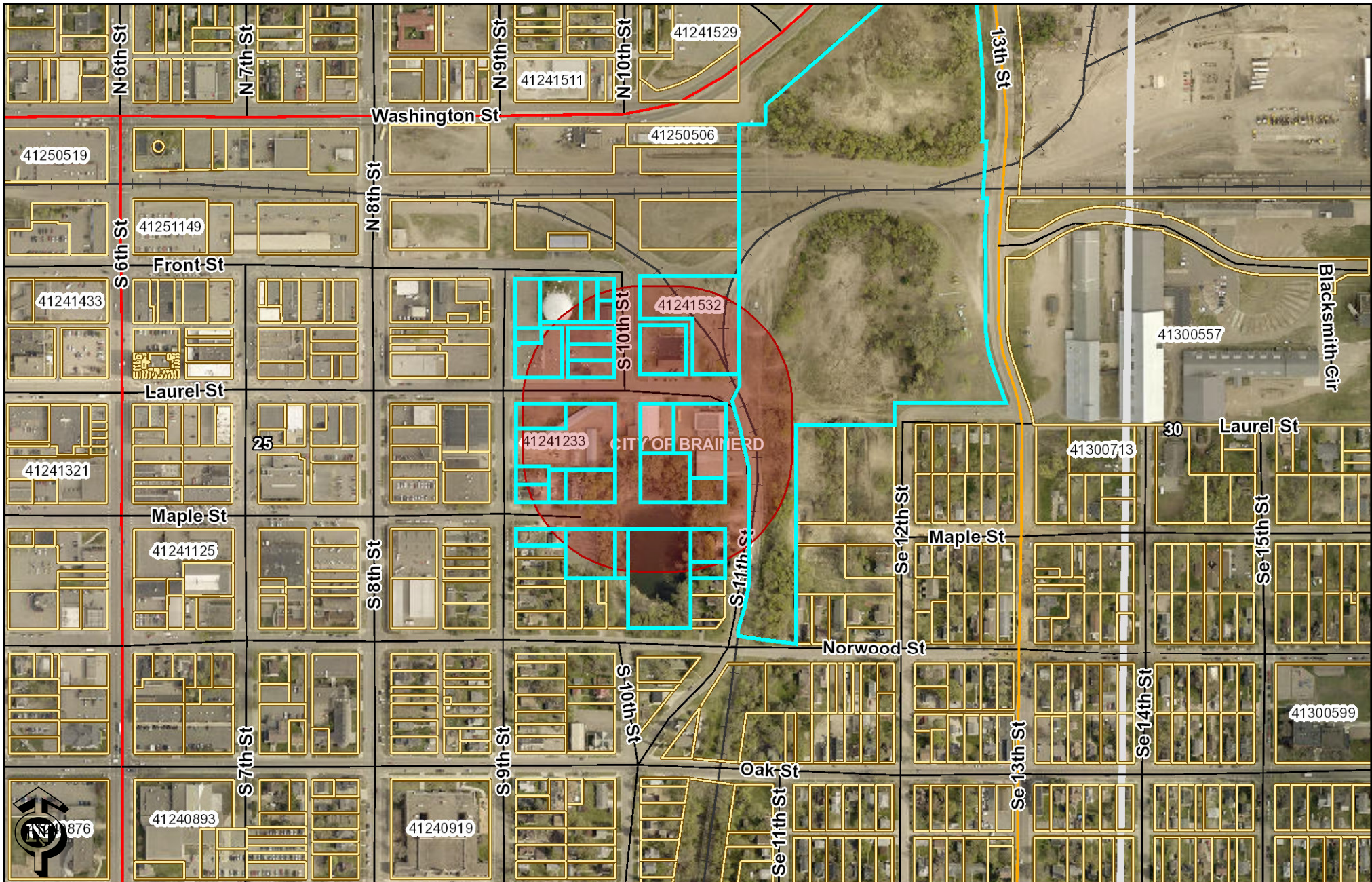
The property is zoned B-3 (Central Business) District, and Zoning Ordinance Section 62-6 F (Central Business) District Conditional Uses permits the operation of commercial day care facilities as regulated by Section 29 of the Brainerd Zoning Ordinance. A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, June 19, 2019 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2309.

Dated this 7th day of June 2019

David C. Chanski, MPA
Community Development Director



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

1002 Laurel

Date: 6/7/2019 Time: 12:41:54 PM



Parcel Num	Legacy Parcel Number	Tax Name	Tax Address	Tax Address 2	Tax Address 3	Tax Address Physical Address	Physical City	Physical Zip
41241532	09196035001Z009	BURLINGTON NORTHERN SANTA FE RR CO	PROPERTY TAX DEPT	P O BOX 961089	FORT WORTH, TX 76161		0 BRAINERD	56401
41241531	09196035019Z009	GREAT RIVER DOOR COMPANY INC	BRENT MANLEY	1001 LAUREL ST	BRAINERD, MN 56401	1001 LAUREL ST	BRAINERD	56401
41241526	09196037001Z009	WETHERELL, RICHARD B	915 LAUREL ST	BRAINERD, MN 56401		915 LAUREL ST	BRAINERD	56401
41241525	09196037003Z009	YESTERDAY'S GONE LLC	15965 COUNTY ROAD 25	BRAINERD, MN 56401		0 LAUREL ST	BRAINERD	56401
41241524	09196037005Z009	KILCHURN MANAGEMENT LLC	395 SUSSEX LN		ORONO MN 55356	216 10TH ST S	BRAINERD	56401
41241523	09196037007Y009	BENSON ENTERPRISES	% GARY BENSON	450 18TH AVE S	NAPLES, FL 34102	924 FRONT ST	BRAINERD	56401
41241522	09196037007Z889	KARNOWSKI, CHARLES P & CHERYL ANNE	208 S 10TH ST	BRAINERD, MN 56401		208 10TH ST S	BRAINERD	56401
41241521	09196037009Z009	BENSON ENTERPRISES	% GARY BENSON	450 18TH AVE S	NAPLES, FL 34102		0 BRAINERD	56401
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41241518	91960370190009	BRAINERD LODGE #615 BENEVOLENT &	PROTECTIVE ORDER OF ELKS	PO BOX 322	BRAINERD MN 56401	215 9TH ST S	BRAINERD	56401
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41241233	09196075005Y009	LANOGA CORP, C/O UBC	7979 E TUFTS AVE STE 1500		DENVER CO 80237		0 BRAINERD	56401
41241232	09196075013Z009	BRAINERD BN CREDIT UNION	804 LAUREL ST	BRAINERD, MN 56401		301 9TH ST S	BRAINERD	56401
41241231	09196075020Z009	NATIONSTAR MORTGAGE LLC	8950 CYPRESS WATERS BLVD	COPPELL TX 75019		315 9TH ST S	BRAINERD	56401
41241230	09196075021Y009	NORTHERN PINES MENTAL HEALTH CENTER	P O BOX 367	LITTLE FALLS MN 56345		911 MAPLE ST	BRAINERD	56401
41241229	09196075022Z009	NORTHERN PINES MENTAL HEALTH CENTER	P O BOX 367	LITTLE FALLS MN 56345		323 S 9TH ST	BRAINERD	56401
41241217	09196077001Z009	IRVINGTON PROPERTIES LLC	14926 195TH AVE NE	HAWICH, MN 56273		320 11TH ST S	BRAINERD	56401
41241216	09196077004Z009	PROPERTIES ETC	1014 LAUREL ST STE 100	BRAINERD, MN 56401		1014 LAUREL ST	BRAINERD	56401
41241215	09196077013Z009	BLOOD, SCOTT & DENISE R	17140 STATE HIGHWAY 371 N		BRAINERD MN 56401	1002 LAUREL ST	BRAINERD	56401
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41241182	09196091007Z009	LEMOINE, ZACHERY A &	KRUCHTEN, BOBBI S	410 11TH AVE SE	BRAINERD, MN 56401	410 11TH ST S	BRAINERD	56401
41241181	09196091009Z009	ANDERSON, TAJIA C	406 SE 11TH ST	BRAINERD, MN 56401		406 11TH ST S	BRAINERD	56401
41241180	09196091013Y009	CITY OF BRAINERD	CITY ADMINISTRATOR-CITY HALL	501 LAUREL ST	BRAINERD, MN 56401		0 BRAINERD	56401
41241175	09196093007W009	CITY OF BRAINERD	CITY ADMINISTRATOR-CITY HALL	501 LAUREL ST	BRAINERD, MN 56401		0 BRAINERD	56401
41241174	09196093007X009	NORTHERN PINES MENTAL HEALTH CENTER	P O BOX 367	LITTLE FALLS MN 56345			0 BRAINERD	56401
41241173	09196093013Z009	MURPHY, MICHAEL C REV LIVING TRUST	8371 GREENWOOD RD	BAXTER, MN 56425		401 9TH ST S	BRAINERD	56401



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: Variance to Allow Parking on an Unimproved Surface - 1002 Laurel St.

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 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: Scott and Denise Blood, 17140 State Hwy 371, Brainerd, MN 56401, have submitted a variance request to Section 515-22-E.2 to allow parking for a non-residential use on an unimproved surface at 1002 Laurel St. The Planning Commission conducted a public hearing and considered this request at their regular meeting on June 19. Upon review, the Commission unanimously voted to deny the variance request as the need was requested solely on a financial basis. City Code states that economic considerations alone do not constitute practical difficulties.	
Alternatives, Options, Effects on Others/Comments: This property is in the B-3 (Central Business) District. While properties in the B-3 District are exempt from off-street parking requirements, it was the opinion of staff that the daycare facility be required to provide off-street parking for their anticipated 16 employees so as to keep on-street parking to only during the short pick-up and drop-off periods in the morning and late afternoon. The Planning Commission agreed with this recommendation. While the Commission did deny the variance request, it was determined that parking on the current unimproved lot was acceptable as it is the property of the neighboring business and an existing legal nonconforming use.	
Recommended Action/Motion: Motion to deny the variance request to allow non-residential parking on an unimproved surface at 1002 Laurel St. as economic considerations alone do not constitute practical difficulties.	
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>	

City of Brainerd

Community Development Department

TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: June 13, 2019

RE: 1002 Laurel Street Parking Surface Variance

Scott and Denise Blood, 17140 State Hwy, 371, Brainerd, MN, 56401, have submitted a plan to operate a day care facility at 1002 Laurel St. The property is in a B-3 (Central Business) District.

The property is legally described as:

Lots 13 through 18 inclusive Block 77 except the E 50 FT thereof together with that pt of vacated Tenth Street desc as follows; beg at the NW corner of said Lot 13, thence W'LY on an extended line of the N bndry of said Lot 13 to a point immediately W of the SW corner of said Lot 18, thence E'LY to the SW corner of said Lot 18, Thence N'LY alg the W line of said Lots 18, 17, 16,15,14,13 to the POB, TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD.

The applicant is requesting a variance from [Section 515-22-E.2](#) Multiple Family and non-residential parking surface requirements. The aforementioned section states all areas intended to be utilized for parking space and driveways shall be surfaced with concrete, bituminous, and pavers/brick. The surface of the proposed parking area is currently gravel.

Findings of Fact

1. [Section 515-7-2](#), Subdivision 3A – Variances shall only be permitted:
 - a. When they are in harmony with the general purposes and intent of the ordinance
 - i. The purpose of a B-3 (Central Business) District is to encourage the continuation of viable, traditional downtown area by allowing retail, service, office, and entertainment facilities and public and semi-public uses as well as the allowance of second-story dwelling units located above such uses.
 - b. When the variances are consistent with the Comprehensive Plan
 - i. The current Comprehensive Plan and updated Comprehensive Plan in development support the reenergizing of the downtown corridor.
2. [Section 515-7-2](#), Subdivision 3B & Subdivision 4 – Variances may be granted when the applicant for the variances establishes that there are practical difficulties in complying with the Zoning Ordinance.
 - a. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance.

- i. The proposed day care facility is a conditional use within a B-3 District.
- b. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
 - i. While all off-street parking requirements are exempt in a B-3 District, it is staff's opinion that it is in the best interest of the community to require off-street parking for, at a minimum, the facility's employees as they will have 16 employees present at all times.
- c. The variance, if granted, will not alter the essential character of the locality.
 - i. The building for the proposed day care facility is an existing structure. The proposed parking area is also already present.

At the time of this writing, no parties have come forward to express objections to this variance request.

Staff Opinion

Staff recommends approval of this variance request as staff believes the requested variance meets the requirements as outlined in Section 515-7 of the Code of Ordinances and as the applicant has proposed a time requirement within the variance request for complying with City Code. However, staff does recommend reducing the variance to 3 years, if possible. If the applicant cannot properly pave the parking surface within that time, the applicant shall come back before the Planning Commission to request an extension, which shall be at the discretion of the Planning Commission with approval by the City Council.

**City Planning Department**

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

RECEIVED

JUN 04 2019

CITY OF BRAINERD
ADMINISTRATION

Receipt #	2019-06029
Check #	11001
Date Paid:	6/4/19

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

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

PROPERTY ADDRESS: 1002 Laurel St. Brainerd Mn 56401
 LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
 (attach description if lengthy)
Property Owner Name: Scott & Denise BloodStreet Address: 1740 State Hwy 371 N City: Brainerd State: Mn Zip Code: 56401Phone Number: 218-838-3511 Fax: _____ E-mail: _____

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

 Description of Request: a variance to park on "not" paved ground
to the east of Building for employee's
We are asking for a 5 year plan to pave & stripe the
parking area.
Denise Blood Scott Blood
 Property Owner Signature

6-4-19
 Date

Denise Blood Scott Blood
 (Please print name)

Denise Blood
 Applicant Signature

6-4-19
 Date

Denise Blood
 (Please print name)

(OVER)

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Scott and Denise Blood, 17140 State Hwy 371, Brainerd, MN 56401, have submitted a plan to operate a daycare facility at 1002 Laurel St. The property is in a B-3 (Central Business) District.

A variance from the following Zoning Ordinance section is requested: *SECTION 515-22 OFF-STREET PARKING*

5.e.2 Multiple family and non-residential parking surface requirements. All areas intended to be utilized for parking space and driveways shall be surfaced with concrete, bituminous, and pavers/brick

The current surface of the proposed parking area is dirt. The applicant is asking for a variance to allow parking on the current dirt surface with the understanding that they will pave and stripe the lot within 5 years.

The property is legally described as follows:

Lots 13 through 18 inclusive Block 77 except the E 50 FT thereof together with that pt of vacated Tenth Street desc as follows; beg at the NW corner of said Lot 13, thence W'LY on an extended line of the N bndry of said Lot 13 to a point immediately W of the SW corner of said Lot 18, thence E'LY to the SW corner of said Lot 18, Thence N'LY alg the W line of said Lots 18, 17, 16, 15, 14, 13 to the POB, TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD.

P.I.N. 41241215

Section 24 Township 45 Range 31

Notice is further given that the Planning Commission of the City of Brainerd will meet in the Brainerd City Hall Council Chambers, 501 Laurel Street, at 6:00 p.m., Wednesday, June 19, 2019 to consider the request for the Variance.

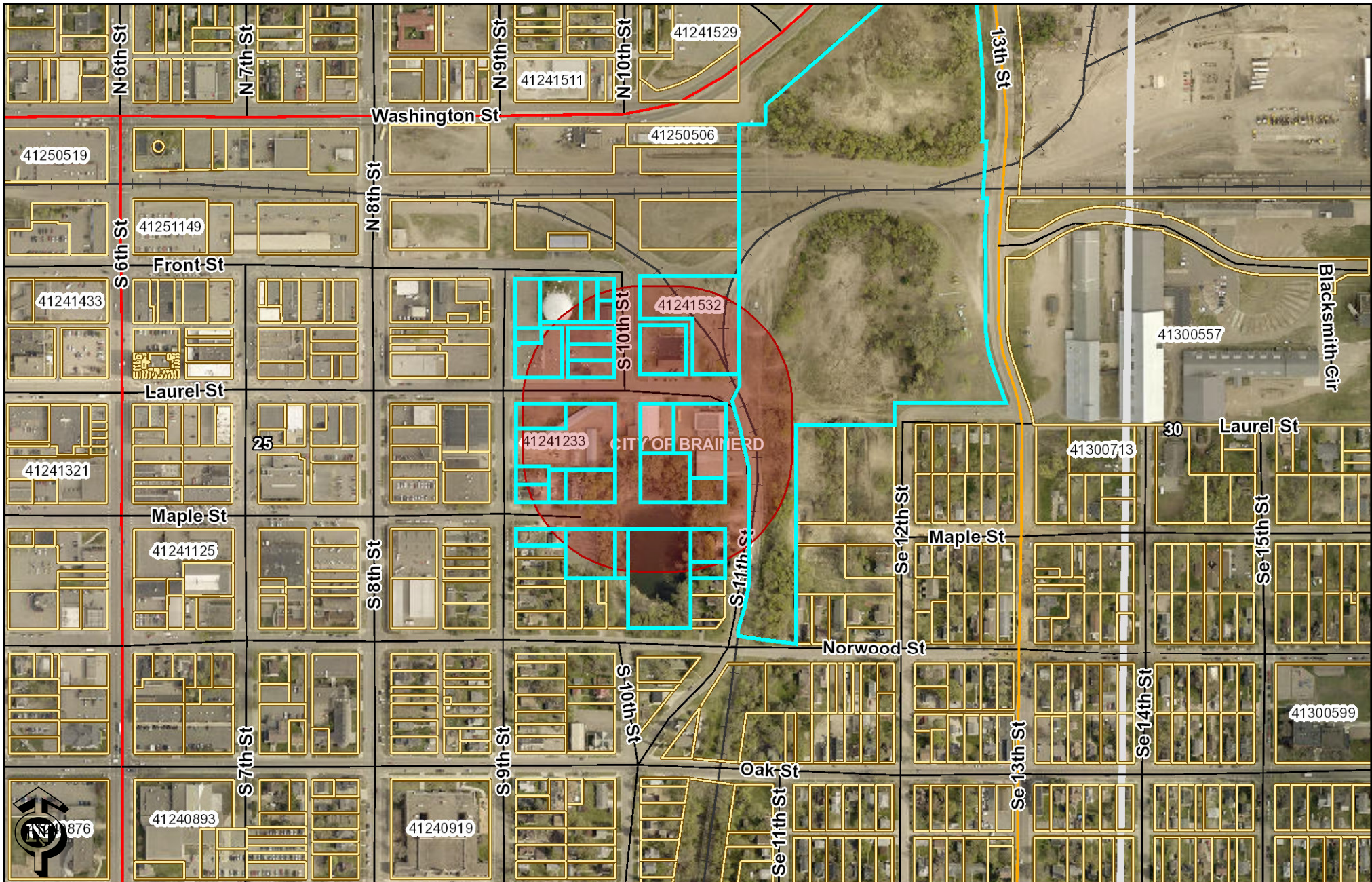
An application is on file for review at the Community Development Department, 501 Laurel Street.

Any individual needing special accommodations, please call (218) 828-2309.

Dated this 7th day of June 2019

David C. Chanski
Community Development Director

Parcel Num	Legacy Parcel Number	Tax Name	Tax Address	Tax Address 2	Tax Address 3	Tax Address Physical Address	Physical City	Physical Zip
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41241526	09196037001Z009	WETHERELL, RICHARD B	915 LAUREL ST	BRAINERD, MN 56401		915 LAUREL ST	BRAINERD	56401
41241525	09196037003Z009	YESTERDAY'S GONE LLC	15965 COUNTY ROAD 25	BRAINERD, MN 56401		0 LAUREL ST	BRAINERD	56401
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41241520	09196037011Z009	CITY OF BRAINERD	CITY ADMINISTRATOR-CITY HALL	501 LAUREL ST	BRAINERD, MN 56401	0 WATER TOWER	BRAINERD	56401
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41241233	09196075005Y009	LANOGA CORP, C/O UBC	7979 E TUFTS AVE STE 1500		DENVER CO 80237		0 BRAINERD	56401
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41241215	09196077013Z009	BLOOD, SCOTT & DENISE R	17140 STATE HIGHWAY 371 N		BRAINERD MN 56401	1002 LAUREL ST	BRAINERD	56401
41241214	09196077019Z009	TAX FORFEITED	CROW WING COUNTY LAND SERVICES	322 LAUREL ST STE 15	BRAINERD, MN 56401-3590		0 BRAINERD	56401
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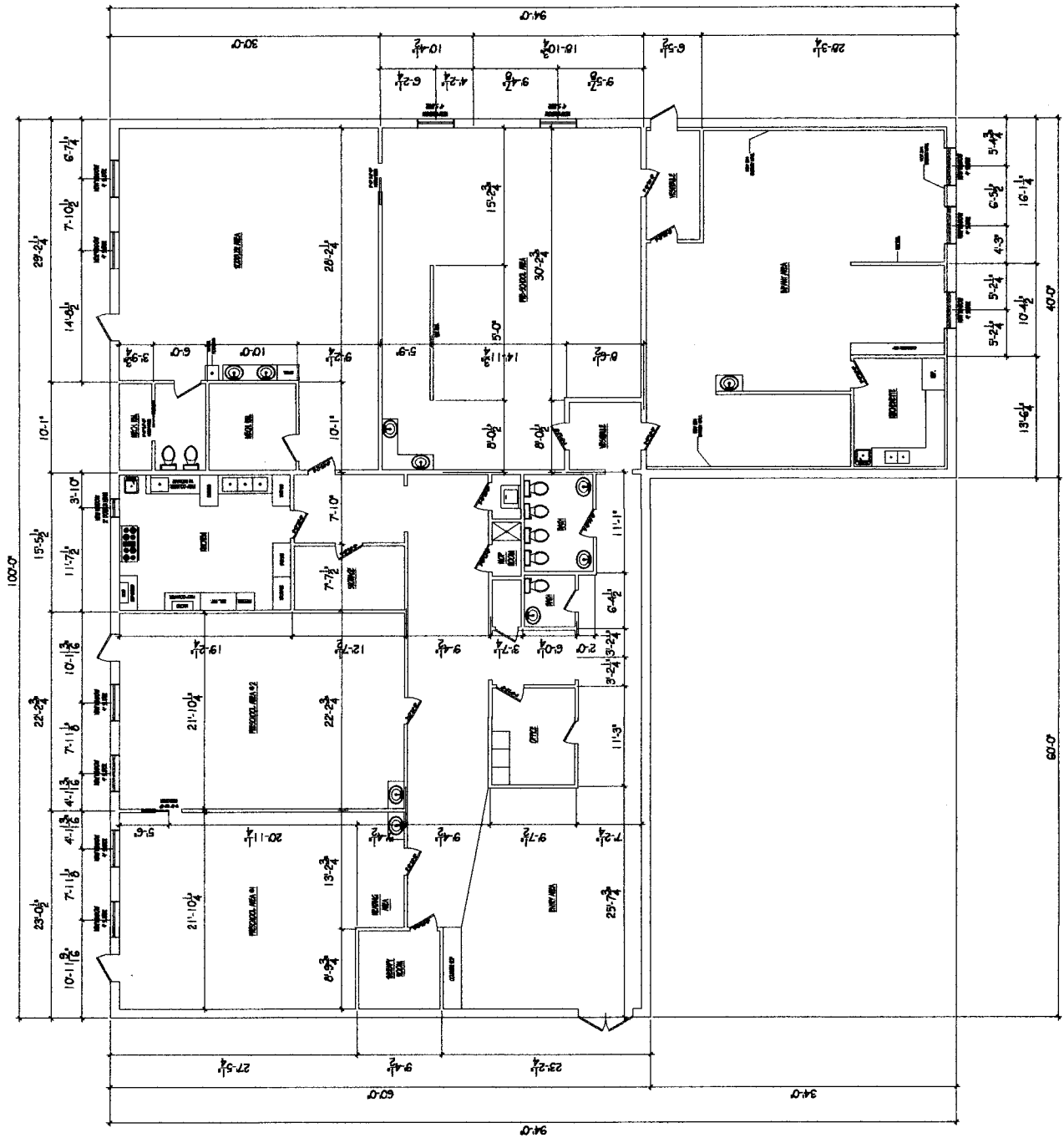


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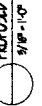
1002 Laurel

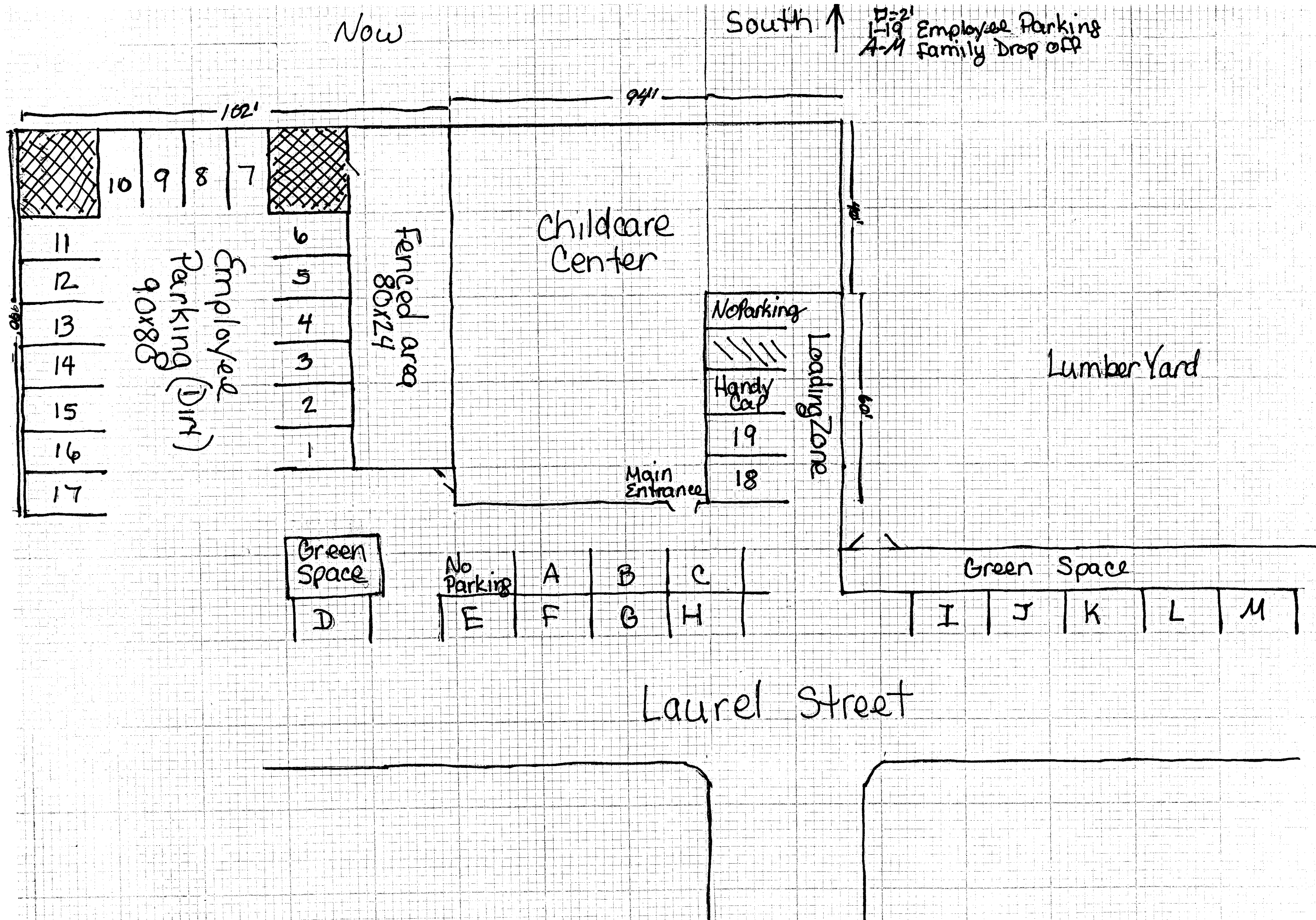
Date: 6/7/2019 Time: 12:41:54 PM





PROPOSED FLOOR PLAN

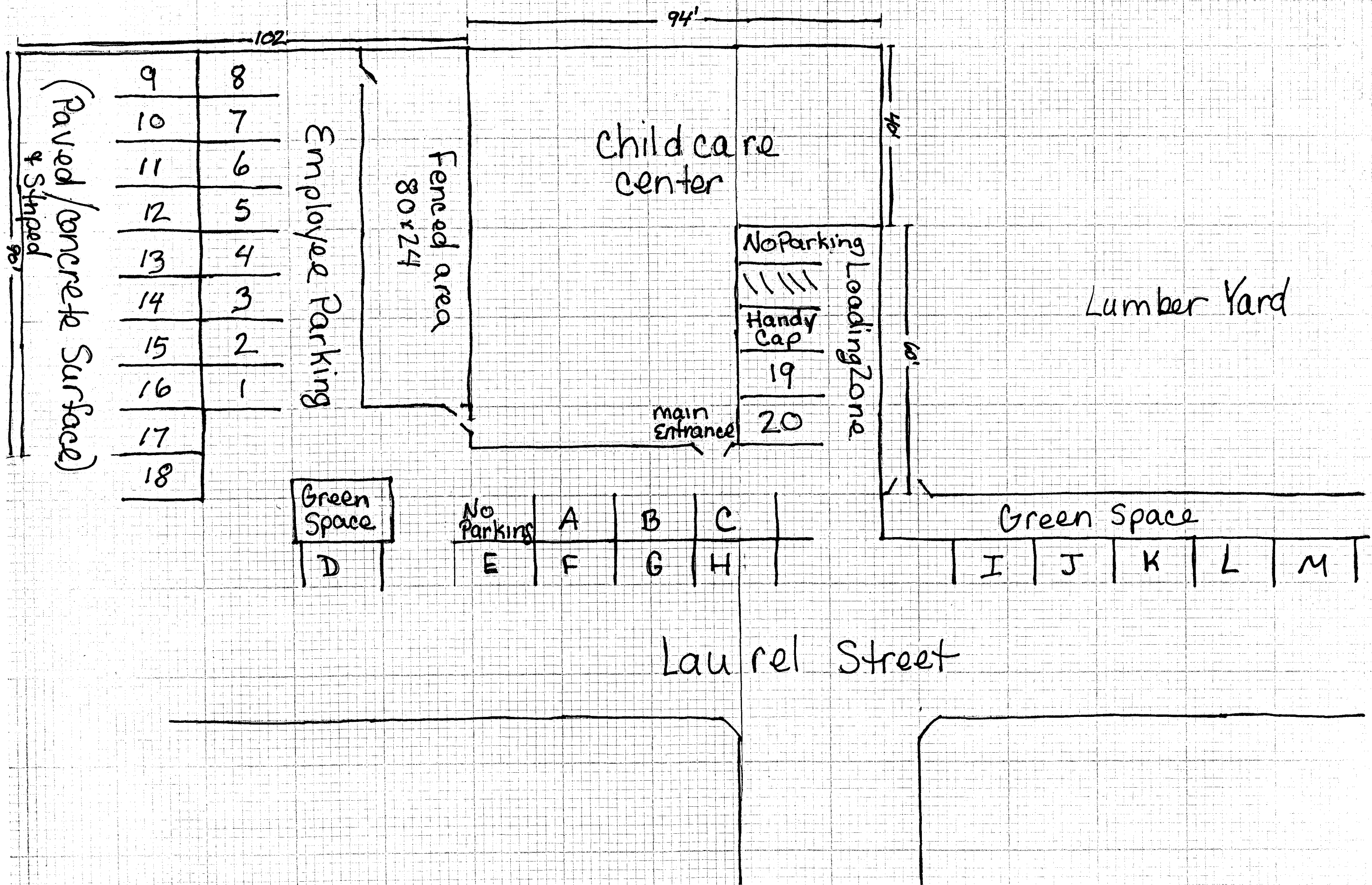




5 year Plan

South ↑

□ = 2' x 20' Employee Parking
A-M Family Drop off





Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: First Reading - Proposed Ordinance No. 1497 - Rezoning 215 N 3rd St

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☒ Ordinance 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: Julie Dillon, 215 N. 3rd St., Brainerd, has submitted a request on behalf of Agate Homes, LLC to rezone the property at 215 N. 3rd St from a B-1 (Residential Office) District to an R-2 (Medium Density Residential) District. The purpose of the rezoning request is to better serve the property as the main residence and business office of the applicant, as well as a second-floor residential rental unit. Additionally, the applicant wishes to build a garage on the property greater in size than what is allowed in a B-1 District.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission conducted a public hearing and considered this request at their regular meeting on June 19th. The Planning Commission voted 5-1 to approve this rezoning request with Commissioner Burslie as the single "nay" vote with the concern that the rezoning of the property could potentially allow for a garage that would not fit the character of the neighborhood.	
Recommended Action/Motion: 1) Motion to dispense with the actual reading of proposed Ordinance No. 1497. 2) Motion to hold the first reading of proposed Ordinance No. 1497 - an ordinance amending Ordinance No. 812 pertaining to the zoning in the City of Brainerd.	
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>	

**ORDINANCE
NO. 1497**

**AN ORDINANCE AMENDING ORDINANCE NO. 812
PERTAINING TO THE ZONING IN THE CITY OF BRAINERD**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That existing Section 515-04-02 of the Brainerd City Code is hereby amended by changing the zoning designation of the property below from a B-1 (Residential Office) District to an R-2 (Medium Density Residential) District for the following:

PIN 41241386

E. 100 FT OF LOTS 1 THRU 3 INCLUSIVE BLOCK 52, & ALL OF LOTS 4 & 5 BLOCK 52 TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD

SECTION TWO: This Ordinance shall take effect and be in force one week from and after its publication.

Adopted this _____ day of July, 2019

GABE JOHNSON
President of the Council

Approved this _____ day of July, 2019

EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

Published: One Time, July _____, 2019

City of Brainerd

Community Development Department

TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: June 13, 2019

RE: 215 N. 3rd St. Rezoning

Julie Dillon, 215 N 3rd St., Brainerd, MN 56401, has submitted a request on behalf of Agate Homes, LLC to rezone the property at 215 N. 3rd St. from a B-1 (Residential Office) District to an R-2 (Medium Density Residential) District.

The purpose of the rezoning request is to better serve the property as the main residence and business office of the applicant as well as a second-floor residential rental unit. Additionally, the applicant wishes to build a garage on the property greater in size than what is allowed in a B-1 District.

Findings of Fact

1. [Per Section 515-60-1](#) of the Code of Ordinances, the purpose and intent of a B-1 District is to allow single family uses and office space uses. Additionally, *"This district serves as a transitional district between residential neighborhoods and commercial uses in areas where redevelopment is anticipated. The district includes uses that will not disrupt nearby, low-density land uses through high traffic generation, noise, or other nuisances."*
 - a. It is staff's opinion that, while single family dwellings and office spaces are permitted uses within a B-1 District, a property containing an owner-occupied unit with a home business and a rental unit does not fit well.
2. [Per Section 515-56-1](#) of the Code of Ordinances, the purpose and intent of an R-2 District is to *"provide for low to medium density housing through the mixture of one- and two-unit dwellings and medium density multiple family dwellings as well as directly related complementary uses."*
 - a. In R-2 Districts, multiple family dwellings containing four units or less are permitted uses and home businesses are accessory uses. As such, it is staff's opinion that the use of this structure as an owner-occupied dwelling with a home business and additional residential rental space is much more suitable in an R-2 District.
3. As noted throughout various Planning Commission discussions including that of the Thrifty White Conditional Use Permit process and through the walking tours of Kingwood Street recently conducted by Commissioner Marohn, it is the opinion of the Kingwood area neighborhood that residential uses should be the primary uses within the area and commercial uses should only be permitted if they are low impact and conform in shape and manner to the neighborhood.
 - a. The property seems to be initially designed as a single-family home.
 - b. The home business use is as a financial advisor.

- c. The rezoning of the property would reduce the likelihood of more intense commercial uses being conducted on the property in the future.
- 4. If the property is rezoned as an R-2 District, the property will be considered legal nonconforming to the lot coverage requirement for residential uses within an R-2 District.
 - a. Section 515-56-10 state that impervious surface lot coverage for residential uses in an R-2 District shall not exceed 60 percent of the total lot area.
 - b. The impervious surface lot coverage of this property is approximately 61%.

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

Staff Opinion

Staff recommends approval of this rezoning request.

**City Planning Department**

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

RECEIVED

JUN 04 2019

Receipt # 2019-00028
 Check # 478
 Date Paid: 6/4/19

CITY OF BRAINERD

CONDITIONAL USE/REZONING/VARIANCE APPLICATION**RESIDENTIAL****COMMERCIAL**

CONDITIONAL USE PERMIT

REZONING

VARIANCE

B2-R2
☐
☒
☐

(\$250.00)

(\$300.00)

(\$250.00)

☐
☐
☐

(\$400.00 + \$500.00 escrow deposit)

(\$500.00)

(\$400.00 + \$500.00 escrow deposit)

PROPERTY ADDRESS: 215 N 3rd St

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
 (attach description if lengthy)

Property Owner Name: Agate Homes LLCStreet Address: 215 N. 3rd St City: _____ State: _____ Zip Code _____Phone Number: 218 297-2030 Fax: _____ E-mail: julie0356@gmail.comApplicant Name: (If different than Property Owner) Julie DillonStreet Address: 215 N. 3rd St City: Brainerd State: MN Zip Code: 56401Phone Number: 218 820-9881 Fax: _____ E-mail: julie0356@gmail.comDescription of Request: B2 to R2

Julie Dillon
 Property Owner Signature

5/28/19
 Date

Agate Homes LLC
 (Please print name)

Julie Dillon
 Applicant Signature

Date

Julie Dillon
 (Please print name)

(OVER)

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Julie Dillon, 215 N 3rd St., Brainerd, MN 56401 has submitted a request on behalf of Agate Homes, LLC for the property at 215 N 3rd St., to rezone said property from B-1 (Residential Office) District to an R-2 (Medium Density Residential) District. The purpose of this rezoning is to better serve the property as the main residence and business office of the applicant as well as a second-floor residential rental unit. Additionally, the applicant wishes to build a garage on the property.

The legal description of the property is as follows:

E 100 FT of Lots 1 thru 3 inclusive Block 52, & all of Lots 4 & 5 Block 52, TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD

P.I.N. 41241386

Section 24, Township 45, Range 31

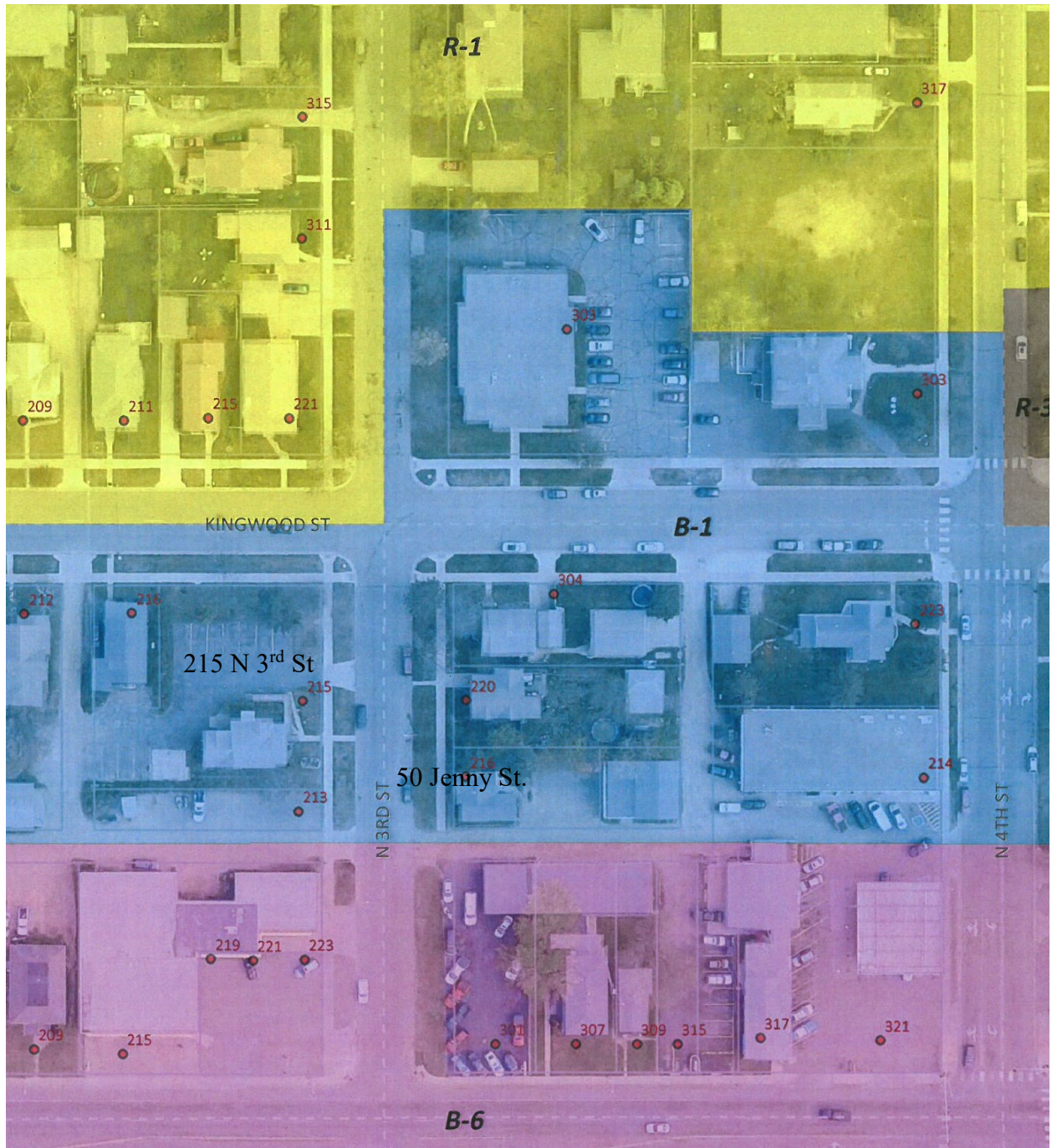
A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, June 19, 2019 in the Brainerd City Hall Council Chambers, 501 Laurel Street to consider the request.

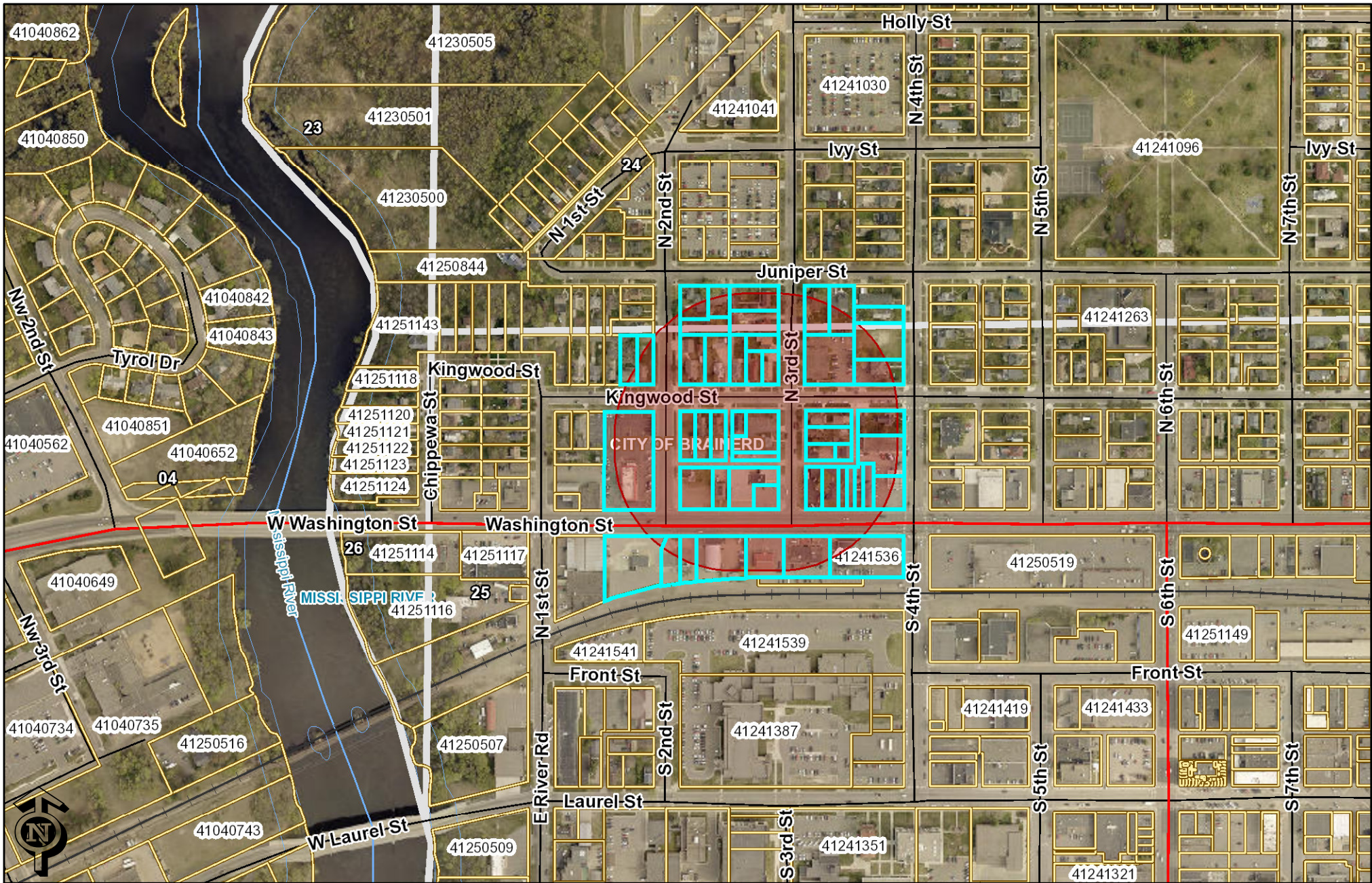
Any individual needing special accommodations or would like more information about this request please call (218) 828-2309.

Dated this 7th day of May 2019.

David C. Chanski, MPA
Community Development Director

See reverse side for map.





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

215 N 3rd St

Date: 6/7/2019 Time: 12:48:57 PM



Tax Name	Tax Address	Tax Address Tax Address
209 WASHINGTON LLC	124 N SIXTH ST	BRAINERD I
AGATE HOMES LLC	PO BOX 421	BRAINERD I
BECK, SUSAN	312 JUNIPER ST	BRAINERD, MN 56401
BJORK, RICHARD B & KATHRYN A	303 4TH ST N	BRAINERD, MN 56401
BRENNY PROPERTIES OF BRAINERD LLC	317 WASHINGTON ST	BRAINERD, MN 56401
BYE CABLES INC	PO BOX 565	BRAINERD MN 56401
CARPER, NATHAN & STACY	11971 310TH AVE	PIERZ, MN 56364
CITY OF BRAINERD	CITY ADMINISTRATOR-CITY HALL	501 LAURE BRAINERD,
COLLETT, KAYLYN E & GEBHARD, STEVEN A	212 KINGWOOD ST	BRAINERD I
CULLINANE, JOHN D & TAMYRA	315 3RD ST N	BRAINERD MN 56401
DEGEN, MICHAEL S & JULIE L	10935 GULL RIVER RD	EAST GULL LAKE, MN 5
DIGITAL INK PROPERTIES LLC	208 WASHINGTON ST	BRAINERD, MN 56401
FOLEY, CHRISTOPHER R & JESSAMYN A	201 KINGWOOD ST	BRAINERD, MN 56401
GREENHECK AUTO GLASS LLC	C/O GARY & LINDA GREENHECK	PO BOX 82 PILLAGER, I
GROENWOLD, JOHN	13713 OLIVEWOOD DR	BAXTER MN 56425
HALVERSON, MARC & JACQUELYN REV	TRUST DTD 5/2/17	156 PINEVI BRAINERD I
HOGLIN, LISA L	2646 ZEBROSKI ACRES LN SW	PILLAGER, MN 56473
IMGRUND, JOSEPH L	212 JUNIPER	BRAINERD MN 56401
JAMRIE LLC	523 HOLLY ST	BRAINERD, MN 56401
KRAMER, KENNETH & ROSEMARY	10865 COUNTY RD 44	BRAINERD, MN 56401
KUEHN, CARTER T & MARTHA	302 JUNIPER ST	BRAINERD MN 56401
MARSOLEK, LAURA W & GEORGE C	221 KINGWOOD ST	BRAINERD, MN 56401
MORRIS, RICKY J & CARRIE J	C/O JOHN CULLINANE	NA BRAINERD I
MORRIS, RON INCORPORATED	220 WASHINGTON ST	BRAINERD, MN 56401
NORTHLAND RESTAURANT GROUP LLC	3112 GOLF RD	EAU CLAIRE, WI 54701
NYDEGGER, JERRY & KATHY	123 KINGWOOD ST	BRAINERD, MN 56401
PAMPERED PETS LLC	PO BOX 1075	BRAINERD MN 56401
PBR RENTALS LLC	974 GULL MEADOWS LN	EAST GULL LAKE MN 5
ROBERTS, SHON B & LISA L	304 KINGWOOD ST	BRAINERD MN 56401
ROHLOFF, TREVOR	211 KINGWOOD ST	BRAINERD MN 56401
SKOGLUND, JUSTIN A	2804 MISSISSIPPI SHORES RD	FORT RIPLEY MN 5644
ST JOSEPH'S MEDICAL CENTER	523 N 3RD STR	BRAINERD MN 56401
STANGE, CODY &	FREIDAY, JENNIFER L	324 NORTH BRAINERD,

SULLIVAN, ROBERT J
VOPATEK, JUDI M
WILLIAMS, MARA

7818 EXCELSIOR RD
215 KINGWOOD ST
119 KINGWOOD ST

BAXTER, MN 56425
BRAINERD MN 56401
BRAINERD MN 56401



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: Final Reading - Proposed Ordinance No. 1495 - Rezone 50 Jenny Street

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☒ Ordinance 2nd Reading
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 2 minutes
Summary of Issue: At the regular City Council meeting on June 3rd, the City Council denied the request to rezone the property at 50 Jenny St. from an R-1A Single Family Residential District to an I-1 Light Industrial District. The purpose of the rezoning request was to better serve the operation of the Brainerd Water Treatment Plant. The Planning Commission unanimously voted to recommend the approval of this request at their regular meeting on Wednesday, May 15th. After Scott Magnuson addressed that City Council on behalf of BPU to request reconsideration of this rezoning request on June 17th, the City Council voted to approve the rezoning request and held the first reading of proposed Ordinance No. 1495.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: 1) Motion to dispense with the actual reading of proposed Ordinance No. 1495. 2) Motion to adopt proposed Ordinance No. 1495, an ordinance amending ordinance No. 812 pertaining to the zoning in the City of Brainerd.	
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>	

**ORDINANCE
NO. 1495**

**AN ORDINANCE AMENDING ORDINANCE NO. 812
PERTAINING TO THE ZONING IN THE CITY OF BRAINERD**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That existing Section 515-04-02 of the Brainerd City Code is hereby amended by changing the zoning designation of the properties below from an R-1A (Single-Family Residential) District to an I-1 (Light Industrial) District for the following:

PIN 41360560
All of Block 10 thru 16 of the Woodland Park Addition to the City of Brainerd
Township 45 Range 31 Section 16

SECTION TWO: This Ordinance shall take effect and be in force one week from and after its publication.

Adopted this ____ day of May, 2019

GABE JOHNSON
President of the Council

Approved this ____ day of May, 2019

EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

Published: One Time, _____, 2019

City of Brainerd

Community Development Department

TO: Mayor and City Council

FROM: David Chanski, Community Development Director

DATE: May 29, 2019

RE: 50 Jenny St. Rezoning

Scott Magnuson, Brainerd Public Utilities Superintendent, 8027 Highland Scenic Road, Baxter, MN 56425, has submitted a request on behalf of Brainerd Public Utilities to rezone the property at 50 Jenny St. from an R-1A Single Family Residential District to an I-1 Light Industrial District.

The purpose of the rezoning request is to better serve the operation of the Brainerd Water Treatment Plant. The property is owned by the City of Brainerd, and the application has been signed by the City Administrator.

The Planning Commission held a public hearing and considered this request during their regular meeting on Wednesday, May 15.

Findings of Fact

1. Per Section 515-55-1 of the Code of Ordinances, the purpose and intent of an R-1A District is to “allow areas of low density, single family detached dwellings and to preserve the quiet single-family neighborhoods free from other uses except those which are both compatible with residents of such districts.”
 - a. While public buildings on public land is a conditional use in an R-1A District per Section 515-55-5.F, such zoning is not ideal for a water treatment plant as it must conform to the residential standards set forth in ordinance, and a water treatment plant does not meet the spirit or purpose of such zoning as stated above.
2. Per Section 515-70-1 of the Code of Ordinances, the purpose and intent of an I-1 district is to “provide for the establishment of warehousing and light industrial development, particularly in the form of industrial parks. The overall character of the I-1 District is intended to have low impact character.”
 - a. Public utility buildings are a permitted use in an I-1 District, and the commercial zoning standards integrated within such a district much better serve the operations of a water treatment plant, including lot area and setback requirements, building regulations, and allowable uses.

One member of the community came forward to question what kind of impact this rezoning request may have on the neighboring properties.

Staff Opinion

As the Brainerd Water Treatment Plant better fits the purpose and intent of an I-1 Light Industrial District than an R-1A Single Family Residential District, and as the standards set forth in I-1 Light

Industrial Districts better serve the current and long-term operations of the Brainerd Water Treatment Plant, staff recommends approval of this rezoning request.

Planning Commission Recommendation

In a motion by Commissioner Lambert and seconded by Commissioner Burslie, the Planning Commission unanimously voted to recommend approval of the rezoning of property at 50 Jenny Street from an R-1A (Single Family Residential) District to an I-1 (Light Industrial) District based on the findings of fact provided.



City Planning Department

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

Receipt # _____
Check # _____
Date Paid: _____

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

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

PROPERTY ADDRESS: 50 Jenny Street

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy) ATTACHED

Property Owner Name: City of Brainerd

Street Address: 501 Laurel St City: Brainerd State: MN Zip Code: 56401

Phone Number: 828-2307 Fax: _____ E-mail: _____

Applicant Name: (If different than Property Owner) Scott Magnuson BPU

Street Address: 8027 Highland Scenic Rd City: Baxter State: MN Zip Code: 56425

Phone Number: 218-825-3213 Fax: _____ E-mail: smagnuson@bpu.org

Description of Request: request zoning change from R-1 to I-1 for water treatment plant and related facilities

Cassandra Torstenson
Property Owner Signature

4-17-19
Date

Cassandra Torstenson
(Please print name)

X M
Applicant Signature

4-15-2019
Date

SCOTT MAGNUSON
(Please print name)

(OVER)



General Information

Parcel Number: 09202010000Z009

General Information

Township/City: CITY OF BRAINERD
Taxpayer: CITY OF BRAINERD
CITY ADMINISTRATOR-CITY HALL
501 LAUREL ST
BRAINERD, MN 56401

Property Address:

Township: 45
Range: 31
Section: 36
Plat: WOODLAND PARK ADDITION TO BRAINERD

Lake Number: 0

Lake Name:

Acres: 0.00

School District: 181

Legal Description:

ALL OF BLOCK 10 THRU 16 INCLUSIVE

2018 Assessment for 2019 Tax Payable

Class Code 1:	Water/Wastewater Treatment Facilities
Class Code 2:	N/A
Class Code 3:	N/A
Homestead:	Non Homestead

Estimated Land Value:	\$108,800.00
Estimated Building Value:	\$1,385,700.00
Estimated Total Value:	<u>\$1,494,500.00</u>

2018 Tax Payable

Net Tax (Specials Not Included):	\$0.00
Total Special Assessments:	\$15.00
Current Year Balance Due:	\$0.00
Delinquent:	NO



General Information

Parcel Number: 060362300E00009

General Information

Township/City: CITY OF BRAINERD
Taxpayer: CITY OF BRAINERD
CITY ADMINISTRATOR-CITY HALL
501 LAUREL ST
BRAINERD, MN 56401

Property Address:

Township: 45
Range: 31
Section: 36
Plat:

Lake Number: 0
Lake Name:

Acres: 0.86

School District: 181

Legal Description:

N. 300 FT OF W. 125 FT OF SW1/4 OF NW1/4

2018 Assessment for 2019 Tax Payable

Class Code 1: Municipal - All Other
Class Code 2: N/A
Class Code 3: N/A
Homestead: Non Homestead

Estimated Land Value:	\$23,900.00
Estimated Building Value:	\$0.00
Estimated Total Value:	\$23,900.00

2018 Tax Payable

Net Tax (Specials Not Included):	\$0.00
Total Special Assessments:	\$0.00
Current Year Balance Due:	\$0.00
Delinquent:	NO



General Information

Parcel Number: 060351101000009

General Information

Township/City: CITY OF BRAINERD
Taxpayer: CITY OF BRAINERD
CITY ADMINISTRATOR-CITY HALL
501 LAUREL ST
BRAINERD, MN 56401

Property Address:

Township: 45
Range: 31
Section: 35
Plat:
Lake Number: 0
Lake Name:
Acres: 64.94
School District: 181

Legal Description:

GL 1 & THAT PT OF GL 2 LYING N OF THE E & W C /L OF SD SEC 35 & THE N 1/2 OF SENE SEC 35

2018 Assessment for 2019 Tax Payable

Class Code 1:	Water/Wastewater Treatment Facilities
Class Code 2:	N/A
Class Code 3:	N/A
Homestead:	Non Homestead

Estimated Land Value:	\$126,900.00
Estimated Building Value:	\$131,400.00
Estimated Total Value:	\$258,300.00

2018 Tax Payable

Net Tax (Specials Not Included):	\$0.00
Total Special Assessments:	\$15.00
Current Year Balance Due:	\$0.00
Delinquent:	NO

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Scott Magnuson, superintendent Brainerd Public Utilities, 8027 Highland Scenic Road, Baxter, MN 56425, has submitted a request on behalf of Brainerd Public Utilities for the property at 50 Jenny Street to rezone said property from an R-1A (Single Family Residential) District to an I-1 (Light Industrial) District. The purpose of this rezoning is to better serve the operation of the Brainerd Wastewater Treatment Plant.

The legal description of the property is as follows:

All of Block 10 Thru 16 Of The Woodland Park Addition To The City of Brainerd

P.I.N. 41360560

Township 45, Range 31, Section 16

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, May 15, 2019 in the Brainerd City Hall Council Chambers, 501 Laurel Street to consider the request.

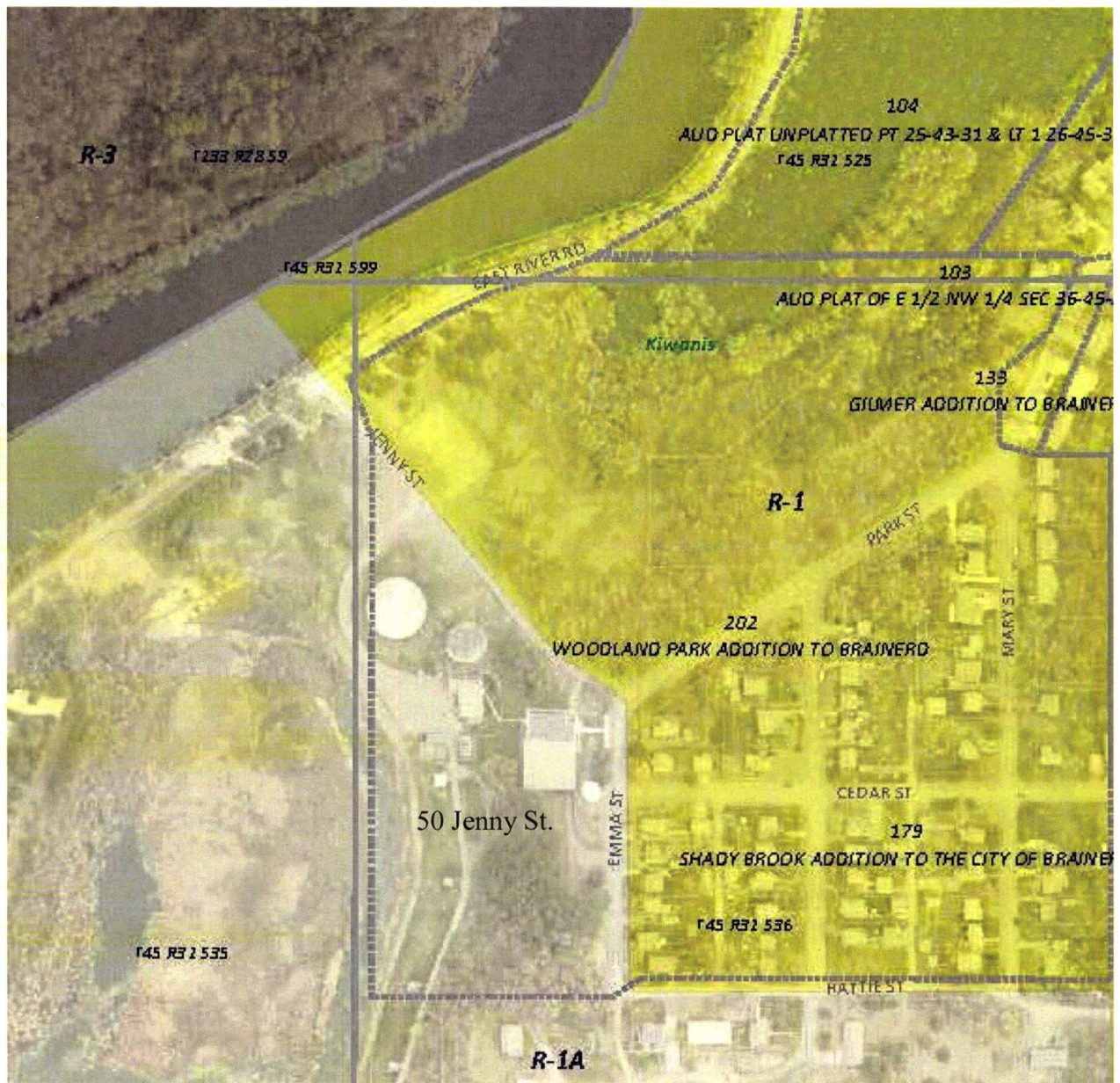
Any individual needing special accommodations or would like more information about this request please call (218) 828-2309.

Dated this 3rd day of May 2019.



David C. Chanski, MPA
Community Development Director

See reverse side for map.





Parcel Number	Legacy Parcel Number	Tax Name	Tax Address	Tax Address 2	Tax Address 3	Tax Address Physical Address	Physical City	Physical Zip
41360591	92020050090009	ABBOTT, CAROLYN T	1509 PENNSYLVANIA AVE	BRAINERD, MN 56401		1509 PENNSYLVANIA AVE	BRAINERD	56401
41360592	092020050072009	ANDERSON, KEITH R & RACHAEL A	13082 WICKLUND RD	BRAINERD, MN 56401		1503 PENNSYLVANIA AVE	BRAINERD	56401
41360579	092020080042009	BECK, ALLYSON D	1518 PENNSYLVANIA AVE	BRAINERD, MN 56401		1518 PENNSYLVANIA AVE	BRAINERD	56401
41360562	92020090110009	BORCHERT, WILMA	1617 EMMA STR	BRAINERD MN 56401		1617 EMMA ST	BRAINERD	56401
41360594	92020050040009	BRIGHT, BARBARA L	1516 MARY ST	BRAINERD, MN 56401		1516 MARY ST	BRAINERD	56401
41090602	070093103A00009	CENTRAL LAKES COLLEGE	501 COLLEGE DR W	BRAINERD MN 56401			0 BRAINERD	56401
41360573	92020080120009	CLJ TRUST AGR DATED 5-9-12	LOWELL S JOHNSON & COLLEEN LEBLANC	4441 20TH ST	FORT RIPLEY, MN 56449	1521 EMMA ST	BRAINERD	56401
41250861	091400020022009	CZECH, NICKLOS A & GINA	1310 PARK ST	BRAINERD, MN 56401		1310 PARK ST	BRAINERD	56401
41360580	092020080032009	FITCH, GARY D & GAIL	1510 PENNSYLVANIA	BRAINERD MN 56401		1510 PENNSYLVANIA AVE	BRAINERD	56401
41360576	09202008009Y009	FITCH, GARY D & GAIL	1510 PENNSYLVANIA	BRAINERD MN 56401			0 BRAINERD	56401
41360596	92020050020009	GREENHOUSES PROPERTIES LLC	4903 OJIBWA RD	BRAINERD MN 56401		1508 MARY ST	BRAINERD	56401
41360561	92020090120009	HEDBERG, ISAAC M	1623 EMMA ST	BRAINERD MN 56401		1623 EMMA ST	BRAINERD	56401
41250860	091400020052009	HINES, JESSICA ANN &	RUSSELL LEE CLARK	1306 PARK ST	BRAINERD, MN 56401	1306 PARK ST	BRAINERD	56401
41300996	091330010012009	HIPPERT, KIMBERLY S	1319 PARK ST	BRAINERD, MN 56401		1319 PARK ST	BRAINERD	56401
41360593	092020050052009	HUNTER, IVY RAE	6078 DONALD ST		BAXTER MN 56425	1524 MARY ST	BRAINERD	56401
41360575	092020080092009	JACKSON, TRAVIS L	1519 EMMA ST	BRAINERD, MN 56401			0 BRAINERD	56401
41360574	92020080110009	JACKSON, TRAVIS L	1519 EMMA ST	BRAINERD, MN 56401		1519 EMMA ST	BRAINERD	56401
41360586	092020060042009	JOHNSON, KEITH M	1420 MARY ST	BRAINERD, MN 56401		1420 MARY ST	BRAINERD	56401
41250872	091400010042009	KRAEMER, ALLARD & MARCELLENE	1302 PARK ST	BRAINERD MN 56401		1301 PARK ST	BRAINERD	56401
41250859	091400020072009	KRAEMER, ALLARD & MARCELLENE	1302 PARK ST	BRAINERD MN 56401		1302 PARK ST	BRAINERD	56401
41361047	09103000007C009	KRAEMER, MARCELLENE J	1302 PARK ST	BRAINERD, MN 56401		1313 PARK ST	BRAINERD	56401
41360563	92020090100009	KUHN, DALE P & DEBRA L	10154 DEPOT ST	BRAINERD, MN 56401		1615 EMMA ST	BRAINERD	56401
41360590	92020050100009	KUKOWSKI, RAYMOND T & PATRIC	35082 SILVER SANDS RD	PEQUOT LAKES, MN 56472		1513 PENNSYLVANIA AVE	BRAINERD	56401
41360564	92020090090009	LAFOND, BRODY P	1609 EMMA ST	BRAINERD, MN 56401		1609 EMMA ST	BRAINERD	56401
41360597	092020050012009	LINDSEY, RYAN D & MICHELLE L	1504 MARY ST	BRAINERD, MN 56401		1504 MARY ST	BRAINERD	56401
41360567	92020090060009	MYERS, JOHN W & ROBIN K	1624 PENNSYLVANIA AVE	BRAINERD MN 56401		1624 PENNSYLVANIA AVE	BRAINERD	56401
41360588	92020050120009	OHMAN, CYNTHIA A	1523 PENNSYLVANIA AVE	BRAINERD, MN 56401		1523 PENNSYLVANIA AVE	BRAINERD	56401
41300995	09133001002B009	O'LEARY, KARI ESTHER	1325 PARK ST	BRAINERD, MN 56401		1325 PARK ST	BRAINERD	56401
41360569	092020090042889	PENNSYLVANIA AVENUE LLC	11171 TOWN HALL ST	BRAINERD, MN 56401		1616 PENNSYLVANIA AVE	BRAINERD	56401
41360566	92020090070009	RICK, JEREMI M & ANGIE L	1601 EMMA ST	BRAINERD, MN 56401		1601 EMMA ST	BRAINERD	56401
41361084	060362300800009	ROBERTS REVOCABLE TRUST	C/O LESLIE L & MARY L ROBERTS	1702 PENNSYLVANIA AVE	BRAINERD, MN 56401	1702 PENNSYLVANIA AVE	BRAINERD	56401
41361083	060362300C00009	ROBERTS REVOCABLE TRUST	C/O LESLIE L & MARY L ROBERTS	1702 PENNSYLVANIA AVE	BRAINERD, MN 56401	1701 EMMA ST	BRAINERD	56401
41361081	060362300F00889	ROBERTS SAND & GRAVEL	1701 EMMA ST	BRAINERD MN 56401		1702 PENNSYLVANIA AVE	BRAINERD	56401
41360513	060362300D00009	ROBERTS, KEITH W & JAN D	1700 EMMA ST	BRAINERD MN 56401		1700 EMMA ST	BRAINERD	56401
41360565	92020090080009	RODRIQUEZ, ASHLEY M	1605 EMMA ST	BRAINERD, MN 56401-4319		1605 EMMA ST	BRAINERD	56401
41250873	091400010012009	RUBADO, KAREN E & JOSEPH J	1305 PARK ST	BRAINERD MN 56401		1305 PARK ST	BRAINERD	56401
41250862	09140002001Y009	SKOGEN, MARK A	1324 PARK ST	BRAINERD, MN 56401		1324 PARK ST	BRAINERD	56401
41300994	091330010032009	SWEDBERG, BERNICE A	1331 PARK ST	BRAINERD, MN 56401		1331 PARK ST	BRAINERD	56401
41360595	92020050030009	SWIFT, SHARON J	1512 MARY ST	BRAINERD, MN 56401		1512 MARY ST	BRAINERD	56401
41360584	092020060092009	TAX FORFEITED	CROW WING COUNTY LAND SERVICES	322 LAUREL ST STE 15	BRAINERD, MN 56401-3590		0 BRAINERD	56401
41360583	09202007001A009	TAX FORFEITED	CROW WING COUNTY LAND SERVICES	322 LAUREL ST STE 15	BRAINERD, MN 56401-3590		0 BRAINERD	56401
41360570	92020090030009	TAYLOR, KEVIN J & CROWLEY, ROSI	1610 PENNSYLVANIA AVE	BRAINERD MN 56401		1610 PENNSYLVANIA AVE	BRAINERD	56401
41250858	09140002009X009	VLECK, DANIEL	14191 CROOKED LAKE RD	DEERWOOD, MN 56444		1224 PARK ST	BRAINERD	56401
41360585	092020060062009	VOSS, PEGGY A	1424 MARY STR	BRAINERD MN 56401		1424 MARY ST	BRAINERD	56401
41360571	92020090020009	WEBER, JAMES H & DONNA	1604 PENNSYLVANIA	BRAINERD MN 56401		1604 PENNSYLVANIA AVE	BRAINERD	56401
41360589	92020050110009	WEIK, ASHLEY J	1519 PENNSYLVANIA AVE	BRAINERD, MN 56401		1519 PENNSYLVANIA AVE	BRAINERD	56401
41360572	92020090010009	WILL, DARIN	1602 PENNSYLVANIA AVE	BRAINERD MN 56401		1602 PENNSYLVANIA AVE	BRAINERD	56401
41360568	09202009005A889	WILT, RICHARD E & JOYCE I & DAVI	5389 PIONEER TRL	BRAINERD, MN 56401		1620 PENNSYLVANIA AVE	BRAINERD	56401
41360578	92020080060009	WINTERS, HEATHER M	1524 PENNSYLVANIA AVE	BRAINERD MN 56401		1524 PENNSYLVANIA AVE	BRAINERD	56401



Brainerd City Council Agenda Request

Requested Meeting Date: July 1, 2019

Title of Item: Zoning Code Review 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: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: Through the direction of the City Council, the Planning Commission has started to review the City's Zoning Code. The Commission appointed a subcommittee of Commissioners Marohn, Duval, and Lambert to work with staff to simplify and condense the Code. The Committee first met on Wednesday, June 12 to begin this process. During this meeting, the Committee worked through the B zones by creating overarching categories for the various uses currently listed within the Zoning Code. A summary is attached.	
Alternatives, Options, Effects on Others/Comments: The Committee reviewed the work thus far with the Planning Commission, and the remainder of the Commission agreed to continue moving forward in this manner with the rest of the zoning districts. The Commission requested that staff similarly bring the work completed thus far to the City Council informationally so as to keep the Council up to date of the progress that is being made and receive any comments that the Council may have.	
Recommended Action/Motion: This item requires no Council action.	
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>	

Zoning Use Matrix: Use Categories

Accessory Use

- Examples
 - Garages
 - Storage Sheds

Walls, Fences, Barriers

- To Be Discussed

Agriculture

- Examples:
 - Farms
 - Farm Equipment Sales
 - Farm Feed Sales

Adult Uses

- Examples:
 - Adult Specialty Shops
 - Strip Clubs
 - Night Clubs

Public & Civic Use

- Examples:
 - Armory
 - Schools
 - Art Centers
 - Municipal Buildings

Parks, Recreation, and Open Space

- Examples;
 - Public Parks
 - Cemeteries
 - Monuments

Residential Uses

- To Be Discussed

Essential Services

- Examples:
 - Lift Stations
 - Power Boxes

Commercial Use (small)

- Examples:
 - Barber Shop
 - Insurance Office

Commercial Use (medium)

- Examples:
 - Coffee Shop
 - Sub Shop
 - Specialty Boutique

Commercial Use (large)

- Examples:
 - Movie Theatre
 - Box Stores

*Criteria to determine commercial use category

- Lot Size
- Building Size
- Parking Needs
- Signage Needs
- Hours of Operation
- Number of Employees at peak shift
- Outdoor Storage
- Loading/Unloading

Commercial Recreation

- Examples:
 - YMCA
 - Planet Fitness
 - Bounce House
 - Go Cart
 - Mini Golf

Transitional Use

- Examples:
 - Rumbly Hall to Knotty Pine Bakery